



**Annual Staff Awards for
Exceptional Performance and/or Service
Nomination Form**

NOMINEE INFORMATION:

(Please print clearly)

Last Name: _____ First Name: _____

Position/Department: _____

Employment Date with Nipissing: _____

Employee Group: Support Staff ~ or ~ Administrative Staff

NOMINATOR INFORMATION:

(Please print clearly)

Last Name: _____ First Name: _____

Email: _____

I have known the nominee for the period from _____ to _____

Relationship to nominee (co-worker, supervisor, Board of Governor's member, etc.):

NOTE: *Nominees must have three (3) years of consecutive service to be eligible for this award.*

Nominee Signature

Date

Nominator Signature

Date

DESCRIPTION OF NOMINEE:

Please list the performance and/or contributions that you feel the nominee has been exceptional in as per the required selection criteria delineated in the Policy for Exceptional Performance and/or Service. Concrete examples must be provided with regard to the criteria outlined in Section F of the Policy and Procedures.

Additional information and/or letters of support that reflect examples about how the nominee has demonstrated exceptional performance and/or service to the University community in some way, including two (2) or more of the following selection criteria:

- Demonstrated leadership skill and ability
- Demonstrated a willingness to go above and beyond the job to assist other staff and/or faculty and/or students
- Submitted a proposal which, when implemented, had significant impact on improved efficiency, or cost saving, or improved service within the University
- Enhanced the University's reputation
- A broad impact to the institution by the nominee's service
- Consistently maintains high performance and/or contributions and/or high service standards
- Other positive impact to the University community

**NOMINATION AND SUPPORTING DOCUMENTATION MUST BE RECEIVED BY THE
HUMAN RESOURCES OFFICE BY AUGUST 1ST.**