



Nomination for OUTSTANDING PERFORMANCE AWARD

Employee's Name _____ Date of Hire _____

Title _____ Department _____

Please explain your nomination in terms of **one or more of the following three criteria**. Use additional pages as necessary. Please be very specific in describing the employee's performance and contribution.

1. **CONSISTENT OVERALL EXCELLENCE OF PERFORMANCE:** This employee has demonstrated consistent exceptional performance.

2. **SPECIAL CONTRIBUTIONS:** This employee has had an impact on the department and/or the company. They have successfully completed a major project, or has shown exceptional initiative by implementing ideas or concepts that have resulted in significant service, operational or financial improvement(s).

3. **EXCEPTIONAL LEADERSHIP:** This employee has provided leadership beyond that which is normally required of their position by taking on additional responsibilities, providing training for other full-time and/or student employees or by providing leadership aiding in the attainment of major goals and objectives.

Eligibility Requirements for Nomination for Outstanding Performance Award

1. Both part- and full-time employees are eligible for this award.
2. Employee must have satisfactorily completed their six month introduction period.

Recommended by:

Supervisor _____ Date _____

Comments: _____

Department Manager _____ Date _____

Comments: _____

Approved by:

Area Director _____ Date _____

Comments: _____

Executive Director _____ Date _____

Comments: _____