

College of Engineering and Applied Science Staff Award
DEADLINE FOR AWARD is February 24, 2017 5 p.m.

CRITERIA

- Nomination form is required.
- Previous winners may be considered after a 5 year period since last receiving the award. They may be nominated for other UW awards as they become open for nomination. Previous award winners are listed on the Outstanding Staff Award plaque in the College of Engineering and Applied Science Hall of Fame.
- Completed nomination forms must use specific examples for EACH question. The selection committee will evaluate nominations based on a point system for EACH of the criteria.
- Nominee must have exhibited exceptional customer service to students, faculty, staff, vendors, and other coworkers; exhibit excellent teamwork and positive attitude while delivering high quality results within their designated area; and communicate effectively within designated area and beyond to foster pride in the College and University.
- Each nominee needs to receive three **(3)** separate nomination letters in order to be considered.
- The Selection Committee will consist of the three previous winners (if still employed in the College) plus one department head, one faculty council representative, and one staff council representative.

Nomination for Outstanding Staff Awards

This will be awarded at the annual Tau Beta Pi Banquet

Nominees can be any College of Engineering and Applied Science staff member and must receive THREE nomination forms from three separate individuals. Previous award winners may be considered after 5 years since last receiving the award. Deliver completed forms to Nikki Person in the Dean's Office. **Nomination deadline is February 24, 2017 5 PM**

Nominator's Name _____

Nominator's Phone _____

Nominator's E-mail _____

Nominee's Name _____

In two or three sentences, please tell us how the nominee fulfills the criteria specific to the award for which you are nominating him/her. **Give specific examples.** (There are five criteria on this form.)

1. Provides quality customer service to students, faculty, staff, vendors, and other coworkers while exhibiting pride in UW.

2. Works well with others to provide high quality results related to common goals (departmental, university).

3. Is constructive and positive towards customers and coworkers while completing assigned tasks.

4. Shows initiative and excellence in planning and implementing projects.

5. Effectively communicates, listens well, and promotes mutual understanding and trust.