RADFORD UNIVERSITY
2017 PRESIDENTIAL EMPLOYEE SERVICE AWARD

NOMINATION FORM
(PLEASE PRINT OR TYPE)

Date: __________________________

Nominee’s Name: ____________________________________________

☐ Classified Staff

Job Title: ___________________________ Campus Box: __________

Dept. Name: __________________________________________ Time in Present Position: __________

Time with Department: __________ Time with University: __________

Supervisor: _____________________ Department Head: ___________________

Nominated by: ___________________________ Job Title: _________________

Department: ___________________________ Campus Box: __________

Vice President Signature: ___________________________

Category of Nomination (select only one):
☐ Demonstrated record of excellence ☐ A single achievement or accomplishment of extraordinary contribution

Supporting Documentation:
In addition to the Nomination Form, the nomination must include:

A. A copy of the nominee’s current position description.

B. The period of time during which the contributions occurred.

C. A statement from the nominator that clearly identifies the most compelling reasons the nominee should receive this award. The statement must include one or more of the following:
   a. How the employee’s work or act brought positive attention to the university.
   b. The extent to which the employee has used an inventive, creative, and/or problem solving approach to his/her responsibilities.
   c. How the employee’s performance has enhanced the work of others.

D. Two letters of recommendation that support the nomination in the category identified. At least one of these letters should be from the nominee’s supervisor or department head unless the supervisor or department head is the nominator.

The nomination form and all supporting documentation should be sent to the appropriate vice president for approval, and then mailed to: Theresa Slaughter, Interim HR Director, Box 6889; or delivered to the Department of Human Resources at 314B Tyler Avenue.

Nomination Deadline: 5:00 pm on Friday, March 24, 2017