RADFORD UNIVERSITY  
2013 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:  
Joey Sword, Associate Director of Human Resources, Box 6889;  
or delivered to the Department of Human Resources at 600 Tyler Avenue.  

Nomination Deadline: 5:00 pm on Friday, March 1, 2013