



STAFF RECOGNITION NOMINATION

This program institutes staff recognition for outstanding performance beyond standard job expectation in effort and achievement, service, innovative ideas and contribution towards the success of a project, unit, college or University.

NOMINATION DATE:

Month

Day

Year

ex: 01-12-2015

RECOGNITION CATEGORY: please check one

Peer to Peer Recognition

Deadline: 1st of March, June, September, December

Spot Recognition

To be submitted by Manager/Supervisor only
Deadline: End of Month

NOMINEE INFORMATION (Outstanding Employee):

Full Name

Job Title

Office/Room Number

Email Address

NOMINATOR INFORMATION:

Full Name

Job Title

Office/Room Number

Email Address

Return completed form to:

Luz Palomarez | Director of Personnel, Special Assistant to the Dean
luz@optics.arizona.edu | Office: 702

Complete Form ▶▶▶

EXEMPLARY PERFORMANCE EXAMPLES:

Identify at least three (3) qualities from the list provided which the nominated employee demonstrates on a regular basis and briefly provide examples of those actions in the field below.

- Consistently collaborates with peers to enable advances in research, administration and academic programs.
- Develops/initiates original, high-impact ideas/processes that facilitate/promote administration and research.
- Shows exceptional engagement in activities that support instruction, academia, research or service.
- Regularly performs beyond standard expectation.
- Consistently produces high-quality work.
- Goes the extra mile to complete a task and/or takes on heavier workload than peers.
- Assists when unit is short-staffed or a project requires additional support.
- Volunteers for special projects or events.
- Contributes towards efficiency and effectiveness of workplace operations.
- Improves utilization of resources and reduction of waste.
- Integrates information, procedures or equipment to improve office or unit efficiency.
- Offers outstanding first impression resulting in positive attention to the college and University community.
- Performs in an exceptionally courteous and cooperative manner at all times.
- Demonstrates and encourages a supportive team-oriented environment.
- Participates on committees and proactively contributes to achieve goals.
- Contributes towards development, opportunities, improved skills and abilities in others.
- Assists others to achieve their assigned responsibilities and goals.
- Other...

REASON FOR RECOGNITION:

Provide a detailed statement of nominees outstanding contributions and performance.