

2008 EMPLOYEE OF THE YEAR NOMINATION
College of Public Health and Health Professions

The purpose of this award is to recognize a TEAMS or USPS employee who has made an outstanding contribution to the College or has performed exceptionally in his/her position during the past fiscal year. Only non-faculty personnel can be nominated. Please use the following criteria when considering nominating someone based on the individual's job performance. The individual nominated should have excelled in two or more areas below.

Nomination Criteria to Consider

- Has made a unique contribution, directly benefiting others in the College
- Takes initiative to get tasks done beyond what is required based on job description
- Willing to pitch in to assist dept./program, often above what is required based on job description
- Appropriately responds to problems and conflicts, maintaining focus on resolving issues in a positive manner and with a positive attitude
- Has provided exceptional assistance to others to meet deadlines, complete projects, or improve ongoing operations
- Motivates or in other ways positively influences others; gets others excited about projects or changes
- Even when office is chaotic, remains calm; good stress manager; has helped others get through difficult times/transitions in the office
- Demonstrates consistent respect for others, regardless of role, contributing to positive work environment
- Consistently effective representative of dept./college
- Consistently demonstrates timely management of tasks
- Is viewed as excellent resource by colleagues
- Demonstrates ongoing creativity in work, enhancing work productivity/effective operations
- Is flexible, willing to try new approaches to benefit of dept./college

EMPLOYEE NOMINATED and his/her DEPARTMENT:

NOMINATED BY (Please include your name, department, and e-mail):

PLEASE DESCRIBE WHY THIS PERSON SHOULD BE EMPLOYEE OF THE YEAR. (Please attach a sheet with your comments to this form).

Please return your nomination to Stephanie Hanson, PhD in the Dean's Office, 4101 HPNP. The deadline is October 1st, 2008. Thank you for taking the time to nominate an exceptional employee.