## 2016 Auburn University at Montgomery Staff Council

## Staff Service Award Instruction Sheet

The Staff Council Employee Recognition Committee is pleased to announce the Staff Service Award nomination period is open. Staff Service Award nominations are due April 8, 2016 and awards will be presented at the 2016 Spring Fling, April 22, 2016. These awards will be presented in three categories:

* Professional Staff
* Support Staff
* Building Services Staff

## *ELIGIBILITY*

All Auburn University at Montgomery full-time, permanent, non-academic staff members who have been employed for one-year or more are eligible for awards. Former recipients may only be nominated after three years have elapsed since their award. In the Professional Staff category, the eligibility applies to employees with the title of Assistant Director or below. The nominator must be a full time AUM employee. The members of the Employee Recognition Committee are eligible to be nominated and to nominate; however, if nominated or make a nomination, they must recuse themselves from the Committee.

## *APPLICATION INSTRUCTIONS*

**Completed applications are due by 5:00 p.m. on April 8, 2016 to** [**staffcouncil@aum.edu**](mailto:staffcouncil@aum.edu)**.** The completed application must consist of the nomination form, a typewritten description of areas of consideration, and a job description. Please be specific to assist the judges in their decisions.

1. Complete the nomination form on page 3.
2. On one to two typewritten pages, list specific but brief examples about the nominee for each of the areas of consideration. Space is provided for you on page 4.

* **Performance**: In what ways has the nominee demonstrated superior work performance contributing to the achievement of the department, college or university goals?
* **Leadership**: In what ways has the nominee demonstrated leadership in areas of improving morale, being a team player, striving for excellence, enthusiasm, raising the bar, being the go-to-person, resourcefulness, flexibility & adaptability, being patient, or taking initiative, etc. that has significantly contributed to the department, college, or university?
* **Customer Service**: In what ways has the nominee provided exceptional customer service for our internal or external customers including staff, faculty, students, or the general public?
* **Staff Council:** In what ways has the nominee contributed to or participated in Staff Council events?

1. Attach a job description. If the job description is not available, an AUM Classification Description may be used. This classification description is found on AUMnet, on the HR Classifications and Compensation webpage.
2. **Please scan the completed application and create a PDF. Email the PDF to** [**staffcouncil@aum.edu**](mailto:staffcouncil@aum.edu) **by 5:00 p.m.**, **April 8, 2016**. If you need assistance creating a PDF, please contact Fariba Deravi [fderav1@aum.edu](mailto:fderav1@aum.edu) or Sandra Vigilant [svigilant@aum.edu](mailto:svigilant@aum.edu).

## *SELECTION CRITERIA*

The Staff Council Employee Recognition Committee will review the nominations. The awards will be announced on April 22, 2016, during the Staff Council 2016 Spring Fling.

Recipients of this award will each receive a plaque and $75.00 contribution to the employee Warhawk card account.

## 2016 Auburn University at Montgomery Staff Council

## Staff Service Award Nomination Form

|  |
| --- |
| **Nominee’s Information** |
| Name: |
| Title: |
| Department: |
| Office Telephone: |
| **Nominee’s Supervisor Information (Optional)** |
| Name: |
| Department: |
| **Nominator’s Information** |
| Name: |
| Title: |
| Department: |
| Office Telephone: |
| This nomination is accurate to the best of my knowledge and meets all eligibility criteria and directions given on the nomination form instruction sheet.  Signature: |
| Date: |

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## Areas of Consideration

On one to two typewritten pages, list specific but brief examples about the nominee for each of the areas of consideration. Please be specific to assist judges in their decision.

* **Performance**: In what ways has the nominee demonstrated superior work performance contributing to the achievement of the department, college or university goals?
* **Leadership**: In what ways has the nominee demonstrated leadership in areas of improving morale, being a team player, striving for excellence, enthusiasm, raising the bar, being the go-to-person, resourcefulness, flexibility & adaptability, being patient, or taking initiative, etc. that has significantly contributed to the department, college, or university?
* **Customer Service**: In what ways has the nominee provided exceptional customer service for our internal or external customers including staff, faculty, students, or the general public?
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