

Employee of the Year Award - Nomination Instructions

Each year The Citadel seeks your nomination for employee of the year. The Citadel Employee of the Year Award publically recognizes a staff employee for superior performance.

1. ELIGIBILITY:

To be eligible for the Citadel Employee of the Year Award, an employee must:

- a) Be a classified Citadel employee (excludes temporary employees, student employees, and tenure track and non-tenure track faculty).
- b) Have at least two years of continuous employment with The Citadel.
- c) Have an exceeds rating or better on performance evaluation at the time of nomination.
- d) Have specific or sustained accomplishments that exceed normal expectations.

2. CRITERIA:

- a) Staff employees may be nominated for the award in writing by their supervisors or any member of the Faculty/Staff, through their respective department heads. In order to nominate an employee, a nomination form must be completed and sent to the Employee Recognition Committee, c/o the Human Resource Department.
- b) The [Employee Recognition Committee](#) will select an employee based on exceptional contributions to The Citadel, fellow employees, and the community in the following areas:
 1. Performs "beyond the call of duty" to improve service, quality or the college's image.
 2. Exemplifies professionalism and dedication to excellent service by putting forth the extra effort.

3. PROCEDURE:

- a) Complete the attached form, attach additional paperwork if needed.
- b) Forward completed form to your department head for review.
- c) Send completed and reviewed form to Human Resources by mid March, see announcement for official due date.

EMPLOYEE OF THE YEAR NOMINATION FORM

Name of Nominee:

Title:

Department:

Supervisor Name:

Supervisor Phone Number:

Nominated By:

Date Submitted:

Briefly describe the qualities that explain why this nominee should be selected as The Citadel Employee of the Year award winner. Attach additional documentation if necessary. See program outline for more details.

- 1) Explain how this employee's performance improves service, quality, and the department's or the college's image, include specific or sustained accomplishments that exceed normal expectations. Why should this employee be this year's "Employee of the Year"?

2) Department Head Review:

_____ Agree _____ Disagree _____ Date _____
Department Head Signature