

THE CITADEL

THE KRAUSE AWARD NOMINATION FORM

Open to all permanent Faculty and Staff. Please complete this form and forward to the Training & Development Coordinator in Human Resources.

Nominee:

Department:

Please provide as much detail as possible when completing the following questions:

- 1) Explain your Nominee's significant contributions to productivity, innovation, efficiency, dedication and commitment to the goals of the nominee's department or The Citadel.
- 2) Personal Qualities - Describe those qualities that distinguish this nominee. Examples should demonstrate positive rapport with all levels of staff, exemplary attitude, initiative, integrity, or other commendable traits, such as random acts of kindness.
- 3) List other relevant criteria that best describe the nominee's qualifications for this award.

Supervisor/ Dept. Head Name:

Department:

Date:

RECOGNITION COMMITTEE

Account Number:

Amount of Payment:

Effective Date of Payment:

Job Code and Assignment Number:

(Example: J010)

HR Office

Budget Office