

# EMPLOYEE OF THE YEAR NOMINATION FORM

The Citadel, 171 Moultrie Street, Charleston, SC 29409 Telephone: 843-953-6922

Name of Nominee:	Title:
Department:	
Supervisor's Name:	Supervisor's Phone Number:
Nominated By:	Date Submitted:

- **Please answer the four questions below regarding your nominee using the Employee of the Year Nomination Supplemental Form attached. YOU WILL ONLY HAVE THE AREA AVAILABLE ON THIS FORM FOR YOUR WRITE UP. NO EXTRA PAGES WILL BE ACCEPTED.**
- Answer each question below on the **Nomination Supplemental Form**. Answers may be either typed or hand written. Ensure you place the employees name at the top of each page (no more than 4 pages).
- The Supplemental Form explains why your nominee should be selected as "The Citadel Employee of the Year". Contact Training Manager in Human Resources for a Microsoft Word fillable copy.
- Attach your supporting the Employee of the Year Nomination Supplemental Form.
- Submit nominations to the Training Manager in Human Resources **no later than 20 March 2015**.

- 1) Explain how your employee performs "*beyond the Call of Duty*" to improve service, quality, or the department's or college's image for the 2014-2015 academic year. **YOU WILL ONLY HAVE THE AREA AVAILABLE ON THIS FORM FOR YOUR WRITE UP. NO EXTRA PAGES WILL BE ACCEPTED.**
- 2) Describe the unique impact that your employee has had on The Citadel.
- 3) Describe the quality of work of your employee. Discuss an initiative that the employee was involved in that demonstrated outstanding performance or contribution to the employee's department or the college as a whole.
- 4) Describe a specific situation(s) that demonstrated reliability or sustained achievement that exceeded normal expectations.

### Vice President Review

Agree    Disagree   Review Date: \_\_\_\_\_

\_\_\_\_\_  
(Vice President Signature is required)

Comments: \_\_\_\_\_

### Human Resource Review

Initials: _____	Date: _____	Time: _____
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Forwarded to Staff Council Benefits and Welfare	Date: _____	Time: _____
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## Employee of the Year Award – Nomination Instructions

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

### ELIGIBILITY:

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

- a) Be a classified Citadel employee (excludes all temporary employees, students, and faculty members).
- b) Have at least two years of continuous employment with The Citadel as of 3/1/2015.
- c) Have a Success rating on the employee's most recent performance evaluation at the time of nomination.
- d) Have specific or sustained accomplishments that exceed normal expectations.
- e) Must not have won the award within the past 5 years.

### CRITERIA:

- a) Staff employees may be nominated for the award in writing by their supervisors or any member of the Faculty or Staff, through their respective department heads.
- b) In order to nominate an employee, a nomination form must be completed, signed by the nominee's Vice President, supporting documentation attached and received by the Training Manager in the Human Resources Department on or before **20 March 2015**.
- c) The Employee Recognition Committee will review all nominations and select an employee based on exceptional contributions to The Citadel, fellow employees, and the community in the following areas:
  - 1. *Service & quality of work in performing "beyond the call of duty"*
  - 2. *Impact of professionalism and dedication to excellence.*
  - 3. *Initiative and reliability beyond required assignments and expectations.*
  - 4. *Uniqueness of contributions.*

### PROCEDURE:

- a) Complete the top portion of the above nomination form and attach supporting documentation. **YOU WILL ONLY HAVE THE AREA AVAILABLE ON THIS FORM FOR YOUR WRITE UP. NO EXTRA PAGES WILL BE ACCEPTED.**
- b) Forward completed nomination form and supporting documentation to the nominee's Vice President for review and signature.
- c) Submit completed form and supporting documentation to Training Manager in the Human Resources department by **5:00 pm on 20 March 2015. Nominations received after this date and time will be disqualified.**

**EMPLOYEE OF THE YEAR**

**SUPPLEMENTAL NOMINATION FORM (HR FORM 6-138 A)**

**YOU WILL ONLY HAVE THE AREA AVAILABLE ON THIS FORM FOR YOUR WRITE UP. NO EXTRA PAGES WILL BE ACCEPTED.**

Name of Nominee:	Title:
Department:	

**1. Explain how your employee performs “*beyond the Call of Duty*” to improve service, quality, or the department’s or college’s image for the 2014-2015 academic year.**

**2. Describe the unique impact that your employee has had on The Citadel.**

**3. Describe the quality of work of your employee. Discuss an initiative that the employee was involved in that demonstrated outstanding performance or contribution to the employee's department or the college as a whole.**

**4. Describe a specific situation(s) that demonstrated reliability or sustained achievement that exceeded normal expectations.**

Supervisor's Name:	Supervisor's Phone Number:
Nominated By:	Date Submitted: