

2009 Classified Employee of the Year
Reference Form
Deadline for Submissions is Tuesday, April 14, 2009

Nominee's Name: _____

Name and extension of person completing this form _____

The Classified Employee of the Year nominations were selected using the following criteria; job knowledge, quality of work, teamwork, work attitude and service orientation.

The Committee will use the following criteria to select the award winner.

- a) Performance of regular duties has significantly enhanced the student centered image of the University or demonstrated overall excellence.
- b) Nominee has significantly affected the quality, efficiency, and cost effectiveness of a program,, course, office or activity.
- c) Nominee has been involved in an activity, or activities, that have significantly increased the presence of the university in the community.
- d) Nominee had been involved in an activity, or activities, that have brought state or national recognition to the University.

On the following page, please describe why the individual you are nominating should be considered and how the nominee meets the criteria stated above. References must be no longer than the space provided.

Upon completion, click the submit button and e-mail to swilliams1@uscupstate.edu.

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