**Presidential Award for Meritorious Performance: *Nomination Form***

***For Use Only by the Person Nominating an Employee for the Presidential Award for Meritorious Performance***

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| --- | --- |
| **Nominating Person:** | Click here to enter text. |
| **Nominating Person Title:** | Click here to enter text. |
| **Nominee Name:** | Click here to enter text. |
| **Nominee Title/Position:** | Click here to enter text. |
| **College/Department/Area:** | Click here to enter text. |
| **Date of Nomination:** | Click here to enter a date. |

*Provide a brief summary of the reasons for the nomination in the space below. Additional supporting documents (such as recent annual evaluations, award letters, etc.) and letters of support should demonstrate that the nominee’s contributions reflect:*

* *Sustained overall performance that consistently exceeds expectations and that reflects a high level of service and respect, and a commitment to high standards;*
* *Performance that has resulted in improvements in the quality, efficiency, and/or productivity of services in an area or department.*

For more information, refer to the **Guidelines for the Presidential Award for Meritorious Performance**.

**Reasons for Nomination**

Click here to enter text.

Nominating Person Signature Date

Nominee Supervisor Signature Date