**Individual Meritorious Recognition: *Nomination Form***

***For Use Only by the Person Nominating an Employee for Individual Meritorious Recognition for Contributions to University/Department Specific Initiatives or Special Projects***

|  |  |
| --- | --- |
| **Nominating Supervisor:** | Click here to enter text. |
| **Supervisor 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:*

* *Exemplary single efforts of performance that relates to meeting the University Vision, Mission, Goals, and College and/or Department Specific Goals and Objectives;*
* *Demonstrable performance that has resulted in direct measures of improvement in one or more of the following areas: Financial, Operational Efficiency/Improvement, Customer Service, Strategic and Organizational Development; and*
* *All areas of work are meeting expectations (no individual area of work is not meeting or is below expectations).*

For more information, refer to the **Guidelines for the Individual Meritorious Recognition and Employee Suggestion Program.**

**Reasons for Nomination**

Click here to enter text.

Nominating Supervisor Signature

Date