



2012 EMPLOYEE RECOGNITION AWARDS PROGRAM

Each year the Employee Recognition Awards Program honors outstanding performance and contributions by Montana State University professional (non-instructional) and classified employees.

Nominations for these awards are solicited from all employees and students. ***The nomination deadline is 5:00 p.m., Monday, January 23rd, 2012.*** To nominate an exceptional employee, please complete the attached Nomination Form/Cover Sheet and submit it with support documentation (**limit the nomination package to the cover sheet and no more than four pages**) to Human Resources, 19 Montana Hall, or electronically to linda.shott@montana.edu.

A selection committee will identify five employees whose contributions stand out among their professional (non-instructional) and classified peers.

Winners will be announced by President Cruzado at a reception hosted by Interim Vice President for Administration and Finance, Terry Leist, on Monday, *March 19th, 2012 in SUB Ballrooms A, B, C & D from 1:30 p.m. – 3:00 p.m.* Each nominee will receive an award in recognition of their service. The top five employees will receive a \$500 cash award, a commemorative pin and have their names displayed on a centralized plaque.

Please attend this reception as a way of honoring all of the nominees. For additional information, please contact Margaret Ziegler at ext. 2892, margaret.ziegler@montana.edu or Linda Shott at ext. 5527, linda.shott@montana.edu.

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