

**MONTANA STATE UNIVERSITY
EMPLOYEE RECOGNITION AWARDS 2012
NOMINATION FORM / COVER SHEET**

The Employee Recognition Awards honor outstanding performance and contributions by professional and classified employees on our campus. Five (5) recipients will be selected, and each recipient will receive a \$500 cash award, a commemorative pin and their name displayed on a centralized plaque.

ELIGIBILITY: The program is open to any permanent professional or classified employee of Montana State University in Bozeman. This includes MSU Extension Offices, Agricultural Research Centers, and MSU Extended Nursing Campuses. A group of employees may be included on one Nomination Form if being recognized for a combined effort or contribution.

NOMINATION PROCEDURES: Nominations are solicited from the general MSU community. Employees may nominate themselves. Please be kind to committee members who will be reviewing the nominations by consolidating the support documentation (e.g., several people signing one letter of support), and limit the nomination package to this cover sheet and no more than FOUR pages. When submitting a nomination package, **please submit the original and 9 copies of package**. Do not forget to include this cover sheet. Nominations may be submitted electronically to linda.shott@montana.edu or hard copy to Human Resources, Room 19 Montana Hall. Please visit Human Resources homepage www.montana.edu/hr for details.

NOMINATION DEADLINE: All nominations must be submitted by 5:00 p.m., **January 23, 2012**.

SCORING CRITERIA: Committee Members will score each nomination based on the following criteria to select the top five recipients:

- Makes significant contributions to team efforts and morale
- Exhibits a positive and constructive work ethic
- Has ideas that improve or enhance quality
- Has ideas that improve or enhance a process or productivity
- Exceeds customer service expectations
- Provides a positive, professional image for the department or the university as a whole

Nominee(s): _____

Department: _____

Campus Address: _____

Nominee's Supervisor: _____

Nominated By: _____

Department: _____

Campus Address of Nominator: _____

**Please submit completed nomination packets to:
Human Resources, Room 19 Montana Hall, or electronically to linda.shott@montana.edu
on or before January 23, 2012.**

For questions, please call Linda Shott at 994-5527.