

UMBC QUARTERLY STAFF RECOGNITION AWARD

Nomination Form

Nominee's Name		Campus Phone	
Campus Department		Years in Department	
Job Title			
Nominee's Total Years of Service at UMBC		Status:	<input type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt

WHAT MAKES THIS EMPLOYEE DESERVING OF THIS AWARD?

Complete this form as fully as possible. Please be specific in your descriptions and use examples if possible.

- 1. OUTSTANDING WORK PERFORMANCE TRAITS:** This includes: leadership and supervisory abilities; people and customer service skills; technical proficiency; and work accomplishment abilities.

- 2. JOB ACCOMPLISHMENTS:** This includes: changes or improvements to existing procedures, systems, and/or service delivery; changes that have improved the functioning of the department or job; and changes or accomplishments that support or further the department's mission.

3. OTHER INFORMATION: This includes any other information that is relevant to the nomination. Examples include: Personal accomplishments (attainment of degrees or other education, certificates, recognition and/or awards the employee may have received); and community contributions (volunteer activities for UMBC or outside community service activities, contributions to professional association activities).

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SUBMITTED BY:

Name		Campus Phone	
Job Title			
Department		Date	

Return completed form to: Department of Human Resources
Administration Building 532

Thank you for taking the time to complete this form. Your input is greatly appreciated!