# 2015 Employee Recognition Award Nomination Form

**Instructions:**

1. Use this form to nominate non-faculty employees who have made extraordinary contributions to the College within the last year. These contributions may have been made through outstanding job performance, extraordinary committee service, exemplary collaboration, exceptional customer service or other activities above and beyond the employee's job responsibilities. **Only nominations for individuals will be considered. Last year’s recipients are ineligible for this year's award.**

2. Every part of the nomination form must be completed in order to be considered. Use an additional page, if necessary.

3. Nominees must have completed a minimum of one year of service with the College by the time of the nomination deadline.

4. The following are not examples of above and beyond contributions: “Fun to work with”; “The best boss I ever had.”; “Smiles everyday.”

5. Since nomination does not guarantee selection for recognition, you should consider keeping your nomination confidential.

6. Mail, email or drop your nomination form in the specially marked box at the Human Resources Office by **Friday, May 8, 2015. Nominations received after this date cannot be considered.**

<table>
<thead>
<tr>
<th>Nominee’s Name:</th>
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<tbody>
<tr>
<td>Department:</td>
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Describe the employee’s extraordinary contribution to the College:

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Name of the person submitting this nomination (Please Print)          Department          Date