Distinguished Classified Employee

Nomination Form



This nomination shall be made in a confidential manner. It should be carefully prepared with compelling justification to address the following evaluative criteria. Support for EACH of the five criteria should be addressed and not exceed one page. Such support may be provided by the nominator or another employee, but must not be supplied by the person nominated.

The recipient will be announced at the “Honor the Best” ceremony in May and will receive a plaque and special recognition at the annual Staff Employee Council’s Silver and Blue event.

In recognition of exemplary job outstanding contributions to the University of Nevada, Reno, I would like to nominate the following employee as the Distinguished Classified Employee of the Year:

Name of Nominee:

Title:

Department:

Describe in detail how this nominee represents the spirit of the award. Please give specific examples using the following criteria:

1. Concern for the University at-large and its goals
2. Positive attitude towards fellow employees, faculty, students, and the public
3. Positive attitude towards work (availability, cooperation, courtesy, friendliness)
4. Quality of work (accuracy, timeliness, creativity, initiative, dependability)
5. Professional Development, awards received, and community service activities (attendance at workshops, classes, lectures, committee and/or volunteer work)

Nominator’s name:

Nominator’s signature:

Email/telephone number:

Please attach this form to your letter(s) of support and send completed and signed nomination form to:

CONFIDENTIAL

Distinguished Classified Employee

c/o Human Resources Office, Artemesia Building, Reception Desk

MS 0238

You may also email the nomination form and nomination letter to Naomi Dominguez, naomidominguez@unr.edu

Employee status verified by BCN Human Resources: \_\_\_\_\_\_\_\_\_(Y) \_\_\_\_\_\_\_\_\_\_(N)