



Distinguished Staff Award Nomination Form

Submit complete nomination package to:
 Scotti Siebert, Director of Human Resources
 Burnham Hall, Room 107

<p>1. Nominee's Name: _____ <small style="margin-left: 100px;">First Name</small> <small style="margin-left: 150px;">Last Name</small></p> <p>Position Title: _____ Department: _____</p> <p>Telephone Extension: _____ Email Address: _____</p> <p>Date regular full-time Drury employment began: _____ <small style="margin-left: 150px;">Month</small> <small style="margin-left: 100px;">Day</small> <small style="margin-left: 100px;">Year</small></p>	
<p>2. Cite specific accomplishments and services of the nominee. In your nomination statement, consider the following nomination criteria as recipients will be selected on the merits and strengths of the following contributions:</p> <ul style="list-style-type: none"> ▪ Enhancing the quality of work-life in ways that make a significant difference for colleagues or customers. ▪ Providing outstanding and ongoing excellence in services to faculty, staff, students, and/or other customers. ▪ Developing creative solutions to problems that result in significantly more effective and efficient department or university operations. <p style="text-align: center;">(Nomination statement should be no more than three pages in length.)</p>	
<p>3. Submit this nomination form, your nomination statement, and three letters of support from individuals representing our diverse group of colleagues/customers who have personal knowledge of and who have benefited from the nominee's services.</p>	
<p>Date submitted: _____</p>	<p>Contact information for the person making this nomination <small>(PLEASE PRINT)</small>:</p> <p>First Name _____ Last Name _____</p> <p>Telephone Extension: _____ Email address: _____</p>

Thank you for submitting a nomination in honor of your Drury staff colleague!