



Distinguished Staff Award Nomination Form

Submit **completed** nomination packages to:

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: 100px;">Month</small> <small style="margin-left: 100px;">Day</small> <small style="margin-left: 100px;">Year</small></p>	
<p>2. Cite <u>specific</u> 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>_____</p>	<p>Contact information for the person making this nomination (PLEASE PRINT):</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!