

**Administration & Finance**  
**Annual Employee Outstanding Service Awards Program**  
**Nomination**

The **Outstanding Service Award** recognizes two staff members who provide exemplary service and make significant contributions to the NKU community.

**Selection criteria:** The selection committee considers the following factors during the evaluation process:

<b>Outstanding Service Award</b>
<p><b>Job performance and quality of work</b> Include examples of how the employee's performance consistently exceeds performance standards in all or most areas of responsibility; the employee's initiative, enthusiasm, and creativity; and/or contributions to the work environment.</p>
<p><b>Professionalism, integrity, and collegiality</b> Include examples of how the employee demonstrates behaviors that reflect a commitment to continuous professional development, ethical practice, responsible attitude towards students, co-workers, the profession, and the community; leadership; cooperation, courtesy, fairness to others; peer recognition; and/or teamwork.</p>
<p><b>Commitment to outstanding customer service</b> Include examples of the employee's ability to exceed the expectations of colleagues or customers and students.</p>
<p><b>Impact on department, unit, and/or university</b> Include examples of how the employee has positively affected a department, unit, or the university. This could also include efforts toward good public relations and/or community service with a professional organization that favorably reflects upon or benefits the University.</p>

**Administration & Finance  
Annual Employee Awards Program  
Nomination Form**

To nominate a colleague for the **Outstanding Service Award**, complete the nomination form and submit with a letter of nomination that specifically addresses the criteria for the applicable award.

**Name of Nominee:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Email address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Name of Nominator:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Submit this nomination form and nomination letter together  
By email to [avilesc@nku.edu](mailto:avilesc@nku.edu)  
Or by campus mail to A&F Award, AC 836

**The deadline for submission is Friday, May 27, 2022**