**STAFF EXCELLENCE NOMINATION AWARD FORM**

The purpose of the program is to recognize staff members who, either on an individual or team level, exemplified IIT’s spirit of excellence during the 2011 calendar year. Each section below will need to be completed in order for the nomination to be considered.

Nominations can be received from staff, faculty or students. The nominee’s supervisor will be invited to give input. Return the completed form to Maria McClain at mmcclain@iit.edu no later than **February 6, 2012.**

***(To navigate through the form, hit the tab key on your keyboard to take you to the next text field)***

Nominee(s): Type name(s) here

Department: Click here to insert text

Submitted by: Click here to insert text

Category: *(choose only one)*

[ ]  Rookie Award [ ]  Individual Award [ ]  Team Award

**Choose the University strategic goal(s) with which the initiative is aligned.**

[ ]  Focus on students [ ]  Foster Leadership and Ethical Decision-Making

[ ]  Commit to Diversity and Excellence [ ]  Focus on Resource Management

[ ]  Heighten Reputation through Activity in the IIT Community (staff, students, community at large)

**In the space below provide details of the initiative, the employee(s) role and how it aligns with the goal(s).** *(the box will expand as text is added)*

Click here to insert text

**In the space below describe in detail how the employee demonstrated excellence in service in at least one of the following areas: the level of service to students, faculty and/or staff; the level of innovation and excellence; the degree to which the initiative improved the function of the University and leadership, initiative and passion.**

*(Note: Each measure is of equal importance and all four need not be present in order for the nomination to be considered)*

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