

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 2014 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 Human Resources at hr@iit.edu no later than **February 6, 2015.**

Nominee(s):

Department:

Submitted by:

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). (You may attach additional sheets if necessary)

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) You may attach additional sheets if necessary.