**2023-2024 Outstanding Staff Employee**

**Nomination Form**

## Nominee's Information:

**Nominee’s Name: Nominee’s Job Title/Classification:**

**Department** (*attach department’s organizational chart, if available*):

**Name of Nominee’s Supervisor: Phone:**

Please provide specific examples, in the categories below, of the nominee’s efforts on behalf of his/her department, division or college, and the university. *Awardees will be announced at the end of the academic year*

## Factors:

### Dedication and Loyalty to the Job:

### Willingness to Assist Others Enthusiastically:

### Initiative in Making Department More Efficient and Productive:

### Relationship with Co-workers, Faculty Members and Students:

### University-Oriented Activities:

## References:

Please provide **3 references** who work with or know the individual nominated (*a committee member will be in contact with references for supporting documentation*).

1. Reference Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Reference Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Reference Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Nominator’s Information:

**Name: Department:**

**Phone: E-mail Address:**

**Signature:**

*Please return form to:* Cynthia Lambert, Committee Chair

Outstanding Staff Award Committee

cmlamber@calpoly.edu

**Nomination Form Deadline: January 31, 2024**