# 2023-2024 Outstanding Staff Employee

# Reference Form

## Nominee's Information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nominee’s Name:** | | **Nominee’s Job Title/Classification**: | **Department :** | |
|  | |  |  | |
| **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.*

(This page will expand as text is input - information may fill more than one page if the categories are maintained).

## Factors:

### Dedication and Loyalty to the Job:

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| --- |
|  |

### Job Performance/Expertise:

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| --- |
|  |

### Willingness to Assist Others Enthusiastically:

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

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| --- |
|  |

### University-Oriented Activities:

|  |
| --- |
|  |

## Reference Provider Information:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Department:** |  |
| **Phone:** |  | **E-mail Address:** |  |

*Please return form to the committee member who requested completion of the Reference Form.*

## Reference Form Deadline: January 31, 2024