2014 Making a Difference Staff Award
NOMINATION COVER SHEET

Nominee’s Name ____________________________________________________________
Nominee’s Department ___________________________ Job Title ______________________
Nominee’s Supervisor ________________________________________________________

Circle One Nomination Category:

- Rookie Award
- Unsung Hero
- Serving Others
- Bringing out the Best
- Outstanding Supervisor
- Above and Beyond
- Creative Solutions

Note: The selection committee has the latitude to change the award category if they feel another category is more appropriate.

Nominator’s Name: ____________________________________________________________
Nominator’s Department: _______________________________________ Phone: __________

Statements of support provided by:

1. Name________________________ Dept: ________________________________
2. Name________________________ Dept: ________________________________
3. Name________________________ Dept: ________________________________

Please attach this cover sheet to your nomination and statements of support and deliver to:
MUB Campus Bookstore – Attn: Shanda Miller Staff Council Awards

Nomination Deadline: 5 pm on Wednesday, November 19, 2014

Categories are adapted and used with permission from Rewards & Recognition Program, Massachusetts Institute of Technology.
2014 Making a Difference Staff Award

NOMINATION CRITERIA

Eligibility: All regular full-time and part-time staff are eligible. Past recipients are not eligible again until five years after their award year. Past recipients are listed on the Staff Council website at http://www.admin.mtu.edu/staff_council/awards.html. Award recipients receive $500.

Nomination Criteria: Nominations must be no more than two single-spaced pages. Nominators should prepare a letter that tells the story of the nominee’s accomplishments as they relate to the criteria for the category for which they are being nominated for.

Statements of Support Criteria: Nominators may collect up to three statements of support from other colleagues, clients and members of the community to strengthen their nomination.

Deadline: Nominations must be received in MUB Campus Bookstore Attn: Shanda Miller by 5 pm on Wednesday, November 19, 2014. Hand delivery of nomination packet is recommended. Nominations received after the deadline will not be considered.

Awards Reception: Nominees will be celebrated and recipients will be announced at an afternoon reception on January 7, 2015 at 2:00 PM in the Memorial Union Ballroom A.

AWARD CATEGORY CRITERIA

Rookie Award: Recognizes an outstanding staff member who has been at Michigan Tech for less than two years and has demonstrated outstanding performance in their position.

Unsung Hero: A staff member who is a quiet but steady presence in their department. They demonstrate reliability and take initiative without being prompted and without fanfare.

Serving Others: A staff member that maintains a consistently high quality of service to University customers: faculty, staff, students, alumni, and community members. They serve as a role model to others through positive and productive client and colleague relationships.

Bringing Out the Best: Recognizes a staff member who positively influences others to build consensus around departmental or organizational objectives. They invest time and effort in coaching and mentoring those that they work and interact with. They foster a positive working environment and relationships.

Outstanding Supervisor: Recognizes a supervisor who creates a positive and motivating work environment, encourages personal and professional development, manages and leads change initiatives smoothly and effectively, and provides a sense of purpose, vision and mission for employees.

Creative Solutions: Recognition for a staff member who engages in collaborative problem-solving, takes a proactive and innovative approach toward finding solutions to business and work challenges, improves efficiency or identifies less costly ways of performing work functions, and is dedicated to implementing strategies that are in the best interests of the organization.

Above and Beyond: Recognition for a staff member who has gone above and beyond their job requirements, exhibiting a high level of commitment, initiative and dedication to their work or special project.