**Superior Performance Award Nomination Form**

**Nominee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fiscal Year: FY2014 Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_**

Instructions:  Under each category, please describe in narrative form and in as much detail as you can how the nominee meets the listed criteria for the Superior Performance Award (attach an extra sheet if necessary).  **Please note that there are two criteria to be addressed within each category.  To receive maximum points, be as detailed as possible, including examples of each criterion where relevant.** Award recipients will be selected based only on the information included in the nomination form.  Please provide supporting details, specific examples, and explanations of how his or her contributions impact the campus overall.  You may submit as many nominations as you want; however, include only one nominee per form.

**Leadership**

Give an example(s) of how the nominee promotes a positive and respectful workplace and how he/she responds to change/new ideas/people and EIU goals.

**Performance**

Give an example(s) of how the nominee demonstrates excellence and integrity in his/her work performance and how the nominee promotes a positive and respective workplace.

**Loyalty/Commitment**

Give an example(s) of how the nominee displays a positive can do attitude and shows commitment and loyalty to EIU’s mission.

**Professional Development**

Give an example(s) of how the nominee demonstrates efforts to improve self and others and how he/she contributes to his/her profession outside of the job assignment.

**Customer Service**

Give an example(s) of how the nominee enhances his/her department’s image and represents EIU in a positive manner. Also give an example(s) of how the nominee exhibits exceptional customer service.

**Team Work**

Give an example(s) of how the nominee demonstrates commitment to teamwork through excellent service and how he/she shares knowledge to achieve success.

**Initiative**

Give an example(s) of how the nominee exhibits initiative, innovation and creativity that result in improvements in his/her respective department or EIU as a whole and how the nominee responds strategically to departmental or institutional goals.

**Submit your completed nomination by email, on-line, or directly to the Chair of the Superior Performance Award Selection Committee by November 30, 2013:**

**Dr. Richard Enyard, Human Resources**

**2010 Old Main**

**Eastern Illinois University**

**600 Lincoln Avenue**

**Charleston, IL 61920**