**Superior Performance Award Nomination Form**

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

**Fiscal Year: FY2016 Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_**

**Instructions:** Please use this document to describe in narrative form and in as much detail as you can how the nominee meets the listed criteria for the Superior Performance Award. Speak to all or as many of the criteria as you can**. Self-nominations are not accepted this year.**

**Please provide examples and describe in detail the overall impact to the campus**. You may submit as many nominations as you wish; however, include only one nominee per form. Award recipients will be selected based only on the criteria and information included in the nomination form by an appointed judging panel with representatives from each of the Presidential and Vice Presidential areas.

**Selection Criteria:**

**Leadership:** The nominee promotes a positive and respectful workplace and responds to change/new ideas/people and EIU goals.

**Performance:** The nominee demonstrates excellence and integrity in their work performance and promotes a positive and respectful workplace.

**Loyalty/Commitment:** The nominee displays a positive can-do attitude and shows commitment and loyalty to EIU’s mission.

**Professional Development:** The nominee demonstrates efforts to improve self and others and contributes to his/her profession outside of job assignment.

**Customer Service:** The nominee enhances his/her departments’ image and represents EIU in a positive manner. The nominee exhibits exceptional customer service.

**Team Work:** The nominee demonstrates commitment to teamwork through their excellent service and shares their knowledge to achieve success.

**Initiative:** The nominee exhibits initiative, innovation and creativity that result in improvements in their respective department or EIU as a whole and responds strategically to departmental or institutional goals.

**Submit your completed nomination via on-line (Machform)** [**http://www.eiu.edu/humanres/SPA\_Nomination.php**](http://www.eiu.edu/humanres/SPA_Nomination.php)**, or deliver or mail directly to the Chair of the Superior Performance Award Selection Committee, 2010 Old Main by December 11, 2015**

**Dr. Richard Enyard, Human Resources,**

**2010 Old Main,**

**Eastern Illinois University,**

**600 Lincoln Avenue**

**Charleston, IL 61920**