

EXCELLENCE IN SERVICE - 2012

NOMINATION FOR EXCELLENCE IN SERVICE AWARD

All Hocking College **non-instructional staff** employed at the college for at least one full year that did not win the award in the past 5 years are eligible for nomination. The person making the nomination is not required to determine the length of employment or if the nominee has won in the past.

1. Provide examples of how the nominee demonstrates **EXCEPTIONAL SERVICE IN THE CRITERIA** listed below. *Please provide examples of actual incidents when the nominee demonstrated excellence with as much detailed, specific, and factual information as possible.*

Please use additional pages/space to provide sufficient information.

2. Return the completed form to the Excellence in Service Committee c/o Laura Kreider, Director, Professional Development, Oakley 204 or by email at kreider_l@hocking.edu **5:00 p.m. on Monday, April 30, 2012.**
3. Nomination forms that are not complete and do not have a valid signature and/or email address will not be accepted.

NAME OF NOMINEE: (Please print) _____

JOB PERFORMANCE (productivity, quality, initiative, creativity, innovation, competent, mission oriented, solution oriented ...) **Please provide examples:**

PROFESSIONALISM (dependable, punctual, goes the "extra mile", role model for others...) **Please provide examples:**

INTERPERSONAL SKILLS (relates well with students, staff, and the public; provides excellent customer service, willingness to share knowledge, selfless, communicates effectively, positive attitude...) **Please provide examples:**

ADDITIONAL COMMENTS:

SIGNATURE _____ DATE _____

Printed Name _____ Email Address _____

FORMS THAT ARE NOT COMPLETE WITH VALID SIGNATURE AND/OR EMAIL ADDRESS WILL NOT BE ACCEPTED.