



Outstanding Employee Awards

Nomination Form

Instructions

The nomination process includes:

1. **Nomination form.**
Complete all sections of this form and submit to HR:
Email the form to hrprograms@uoregon.edu or send to HR through campus mail.
2. **Letter of support.**
Others can express their support for your nomination by submitting a letter of support. Instructions for submitting a letter of support are on the HR website at <http://hr.uoregon.edu/outstandingemployee>.
Share this web link with those who may be interested in contributing to this nomination.

The submitted nomination form makes an employee eligible for consideration by the selection committee. Letters of support are not required for a nominee to be considered. However, they do provide meaningful contribution to the selection process, and they are strongly encouraged.

Criteria for Nominations

The Annual Outstanding Employee Awards honor and acknowledge Officers of Administration and classified staff for excellence at work.

Award recipients are UO employees who embody the mission of the university, produce quality work, and consistently display characteristics valued and appreciated by coworkers. They are a reliable compass continually pointing the university in the direction of its goals and aspirations.

To be considered, the nominee should exhibit on-the-job performance that fulfills the following criteria:

- **Build Community**
Promotes a sense of community (within work group, department/unit, or across campus) by bringing groups/individuals together for a common purpose.
- **Promote Inclusivity**
Welcomes and values diversity of opinions in discussions, demonstrates tolerance of others, considers accessibility, diversity and inclusivity in aspects of job assignments, enhances the campus climate, adheres to respectful workplace expectations.
- **Demonstrate leadership qualities**
Provides on-going high quality performance, directs people to resources, sees work assignments from a big picture point-of-view, seeks to improve university operations, handles difficult situations and assignments well, personifies dependability. *[This criterion does not require supervisory responsibilities or formal supervisor designation. Any employee who displays leadership skills meets this criterion.]*
- **Exemplify mission**
Embodies the UO mission statement, purpose, vision and values, advances the priorities of his/her unit and department through completion of work assignments, recognizes his/her role in achieving university goals, motivated by the university's pursuit of being a comprehensive public research university committee to exceptional teaching, discovery, and service.

Consider the descriptions of the criteria as you complete the nomination form.

Nominee Information

<i>Please provide the following information for the person you are nominating:</i>			
Employee Name:		If known, please provide employee type: <input type="checkbox"/> Officer of Administration <input type="checkbox"/> Classified Staff	
Employee Email:		Employee Phone:	
Department/Unit:			

Nomination Details

Nominations must be based on the established criteria and should reflect the nominee's contribution to the campus community during the past 12 to 18 months. In the space provided, describe the actions and activities of the nominee that pertain to the criteria listed below. Specific examples of on-the-job performance are helpful.

How do the actions and activities of the nominee <i>build community</i>?
How do the actions and activities of the nominee <i>promote inclusivity</i>?

How do the actions and activities of the nominee ***demonstrate leadership qualities?***

How do the actions and activities of the nominee ***exemplify the university's mission?***

Explain in detail why you believe the nominee is an outstanding employee deserving of recognition.

Contact Information

Please provide your contact information

Name:

Email:

Work Phone:

Department/Unit: