

DEADLINE:
September 10, 2015

**2015 STAFF MERIT AWARDS
INDIANA UNIVERSITY, BLOOMINGTON CAMPUS
NOMINATION FORM**

NOMINEE CRITERIA
See page 2 for complete instructions

- Must be on **full-time appointment**.
- Must have **three or more years of full-time continuous IU service**.

AWARD CRITERIA

- Demonstration of a positive attitude toward position and the University.
- Exemplary job performance.
- Good attendance record. (Persons who have had a serious medical condition or have been on approved FMLA will not be penalized.)
- Demonstrated special effort toward improving Indiana University for the benefit of students, faculty, staff, alumni, and other University associates.

NOMINEE INFORMATION

Name _____
(Please print nominee's full name.)

Position held _____

Department _____

Supervisor's name _____

Campus address _____

*CATEGORY: (check one)

Service Staff (SM/TE)

Campus phone _____

Support Staff (SS/NU/NA)

Email _____

Professional Staff (PA) levels 4 and below, and General Supervisors (GS)

Years of service in present position _____

Years of service at IU _____

REFERENCES Please refer to instructions on the next page.

Names providing letters of reference

Phone number/email address

1. _____

2. _____

3. _____

A BRIEF SUMMARY OF REASONS FOR NOMINATION

(e.g., positive attitude toward position, exemplary performance, etc.)

Nominated by:

Name _____

Campus Address/Campus Phone/Email Address _____

Please return nomination form and documentation to:
STAFF MERIT AWARD COMMITTEE
c/o University Human Resources
400 East Seventh Street, Poplars E165
or email to stmerit@iu.edu

INSTRUCTIONS FOR STAFF MERIT AWARD

Indiana University, Bloomington Campus

- Use a separate nomination form for each employee.

Employee Criteria:

- Must be on **full-time appointment**.
 - Must have **three or more years of full-time continuous IU service**.
 - May only be nominated once per year.
- Three letters of recommendation must accompany the nomination form - one of the three letters must be from the nominee's supervisor
 - Each recommendation letter must be from **one** individual and should not exceed **one** page in length. Include why they should be nominated.

Examples used to describe past winners:

- Attitude and performance above and beyond the position
 - Extreme dedication to their position
 - Impressive work ethics
 - Supportive, pleasant and helpful to their co-workers
 - Taking on additional tasks to help the department, school or students
 - Embodies the best values, dedication and excellent service
- After downloading this PDF you may either:
 - Type in and save the information, and submit electronically with the supporting documentation to stmerit@iu.edu or
 - Print off the form and send it with the supporting documentation via campus mail to: STAFF MERIT AWARD COMMITTEE c/o University Human Resources, 400 East Seventh St., Poplars E165.
 - Only the nomination form and recommendation letters will be forwarded for the selection committees for review.
 - Only nominations meeting all criteria above will be forwarded to selection committees for consideration.
 - **Please carefully review criteria prior to submission.**
 - Past recipients of the Staff Merit Award are not eligible for nomination.
 - Re-nominations are encouraged as long as they continue to meet eligibility criteria.
 - Top candidates in each category will be interviewed.

*Category:

Service Staff – includes all Service Staff categories and Stagehands (SM/TE)
Support Staff – includes Support Staff/Nurses/Nursing Assistants (SS/NU/NA)
Professional Staff – (PA) levels 4 and below, and General Supervisors (GS)