

DEADLINE:
September 30, 2011

**2011 STAFF MERIT AWARDS
INDIANA UNIVERSITY, BLOOMINGTON CAMPUS
NOMINATION FORM**

NOMINEE CRITERIA

- 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 _____
(Please print employee'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 ADDRESS _____

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

YEARS OF SERVICE IN
PRESENT POSITION _____

YEARS OF SERVICE AT
INDIANA UNIVERSITY _____

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.)

Submitted by:

Name

Campus Address/Campus Phone/Email Address

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

Instructions for Staff Merit Award
Indiana University, Bloomington Campus

- Use a separate nomination form for each employee.
- Employees may only be nominated once per year.
- Three letters of recommendation must accompany the nomination form - one letter must be from the nominee's supervisor
- Recommendation letters must be from one individual and should not exceed one page in length. Include why they should be nominated; attitude; performance above and beyond the position.
- After downloading this PDF you may either:
 - Type in and save the information, and submit electronically with the supporting documentation to stmerit@indiana.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 Resource Services, 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.
- Past recipients of the Staff Merit Award are not eligible for nomination.
- 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)