Overall Staff Member of the Year
Nomination Form

Deadline: Friday, April 29, 2022 at 5 pm

This award was created to recognize and honor dedication and outstanding contributions by a University of Mississippi staff member. The Overall Staff Member of the Year winner will receive a monetary award and plaque which will be presented at the Staff Appreciation awards ceremony on May 31, 2022 (more details about the ceremony will follow at a later date). *The winner will be chosen based solely on the information provided in this nomination form, so it is recommended for the nominator to obtain as much information as needed from the nominee when completing the following questions.

Nominee Information (all information of the nominee should be completed; seek input from the nominee, if needed)
Nominees must be active, permanent, full-time employees of the University of Mississippi and must have been employed by the University for at least one (1) year of continuous service in a classified EEO category 1, 3, 4, 5, 6, or 7. Nominations should be for an individual who has consistently gone above and beyond in their service to the University.

Name of Nominee:_________________________________________________________
University ID #: ___________________________ EEO Category #: ___________________________
(If you are unsure, please check with HR.)
Email Address: ___________________________________________________________
Job Title: _______________________________________________________________
Department: _____________________________________________________________
Date of Permanent Full-time Employment at UM: ________________________________

Nominator Information (all information of the nominator should be completed)
The nominator must be an active, permanent, full-time employee of the University serving in a classified EEO category 1, 3, 4, 5, 6, or 7. The nominator and nominee are not required to be in the same EEO category. The nominator may only nominate one person per year for this award.

Nominated By:___________________________________________________________
University ID #: ___________________________ EEO Category #: ___________________________
(If you are unsure, please check with HR.)
Email Address: ___________________________________________________________
Job Title: _______________________________________________________________
Department: _____________________________________________________________
Date of Permanent Full-time Employment at UM: ________________________________
In what capacity have you known the nominee?__________________________________________

___________________________________________________________________________________

How long have you interacted with the nominee?__________________________________________

___________________________________________________________________________________

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Nominee’s Impact on the University

1. Please list any University related committees, offices held, advisory groups, etc., of which the nominee is/has been a member. For example, Chancellor's Standing Committees, selection/search committees, advisory committees, planning committees, etc.

2. Please list any University related functions/activities for which the nominee has provided voluntary assistance. Examples include weekend functions such as Commencement, HR trainings or presentations, alumni activities, sports events, receptions, Ford Center events, etc.

3. Please list any outstanding job-related contributions that this person has made to the University that can be classified in your opinion as “above and beyond the norm.”
4. Was his/her outstanding performance consistent or observed during the COVID-19 pandemic?

**Nominee’s Impact on the Community**

Please list any community related committees, advisory groups, functions, etc., of which the nominee is/has been a member. List any offices held on those committees. For example, civic committees, Red Cross, Salvation Army, Habitat for Humanity, United Way, Relay for Life, religious organization committees, etc.

**Nominee’s Character Traits**

1. Please list/outline the nominee’s work-related character traits. For example, initiative, pride in their work, mentorship to others, relationships with others, willingness to learn, etc.
2. Please describe the nominee’s personality and character traits. For example, honesty, trustworthy, dependable, respectful, positive, etc.

Overall Accomplishments

Why should the nominee be selected as the Overall Staff Member of the Year?

Send your written nomination form in campus mail to Kate Wallace, Thad Cochran Research Center #1022, School of Pharmacy, or type out needed info and email to staffcouncil@olemiss.edu.

*Please submit either an electronic nomination on myOleMiss OR a written nomination form; duplicate submissions will not be accepted.