



EEO Category Award Nomination Form

Deadline: Monday, April 15, 2024 at 5 pm

This award was created to recognize the outstanding staff members from EEO categories 1, 3, 4, 5, 6, and 7. EEO Category winners will receive a monetary award and plaque which will be presented at the Staff Appreciation awards ceremony on **Tuesday, May 17, 2024** (more details about the ceremony will follow at a later date).

Please note: Winners 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? _____

Please note: Winners 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's Outstanding Performance and Accomplishments

1. Please list any outstanding job-related contributions/performance that this person has made to the University that can be classified, in your opinion, as "above and beyond the norm."

2. Why should the nominee be selected as the outstanding staff member in his/her EEO Category?

Nominee’s Outstanding Service Commitments:

1. Please list nominee’s service to the University including any significant roles or positions held on University related committees. For example, Chancellor's Standing Committees, selection/search committees, advisory committees, planning committees, etc.

2. Please list nominee’s service to the community including any significant roles or positions held in service organizations. For example, civic committees, Red Cross, Salvation Army, Habitat for Humanity, United Way, Relay for Life, religious organization committees, etc.

Nominee's Outstanding 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.

Send your written nomination form in campus mail to **Dr. Prema Balachandran at TCRC West 212E, NCNPR, School of Pharmacy**, or type out needed info and email prembala@olemiss.edu

***Please submit either an electronic nomination (online or via email) OR a written nomination form; duplicate submissions will not be accepted.**