



## **Overall Outstanding Staff Award 2024** **Nomination Form**

**Deadline: Monday, April 15, 2024 at 5 pm**

This award was created to recognize the Overall outstanding staff member for 2024. The award winner will receive a monetary award and plaque, which will be presented at the Staff Appreciation Awards Ceremony on Friday, May 17, 2024 (more details about the ceremony will be provided 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)*

- Nominee must have been employed by the University for at least one (1) year of continuous service.
- Nominee's salary must be paid by the University and nominee must be classified by the University as an active, permanent, full-time employee (staff) in EEO categories 1, 3, 4, 5, 6, or 7. Faculties and student employees are not eligible for this award.
- Nominations should be for an individual who has consistently gone above and beyond in their service to the University.

Name of Nominee: \_\_\_\_\_

University ID #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Permanent Full-time Employment at UM: \_\_\_\_\_

**Nominator information**

The nominator must be an active, permanent, full-time employee of the University. The nominator may only nominate one person per year for this award.

Name of Nominator: \_\_\_\_\_

University ID #: \_\_\_\_\_

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 answer the following questions to nominate UM staff member you believe should be recognized for Overall Outstanding Staff Award

**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, Frist Selection Committees, Search Committees, United Way Committee, 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, or Ford Center events.*
  
- 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".

### **Nominee's impact on the Community**

- 1) 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.*

### **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:**

- 1) Why should the nominee be selected for the Overall Outstanding Staff award?

Send your written nomination form in campus mail to:

**Kate Wallace at TCRC 1022, School of Pharmacy**

or complete/type needed info and email to [ksw@olemiss.edu](mailto:ksw@olemiss.edu)