



MONTCLAIR STATE UNIVERSITY

UNIVERSITY FACILITIES EMPLOYEE RECOGNITION NOMINATION FORM

I wish to nominate...

| | |
|----------------|-----------------|
| Employee Name: | Department: |
| Job Title: | Work Unit/Shop: |

For the following award (choose one)...

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| Star Service Award - (\$25 Mastercard Gift Card) - For individuals or teams who demonstrate excellence in Collaboration, Commitment, Innovation, Leadership, and Learning. (employee who has surpassed their provisional time and has officially become a full time/part time permanent employee of the University.) | |
| Kudos Award (letter of recognition from VP) – for customer feedback and praise received and acknowledgement of excellent customer service. | Red Hawk Award (2 Lunch tickets) - This award recognizes an employee who embraces MSU's core values of community, respect and service. |
| Graduate Award – (Degree Frame) any full-time or permanent part-time employee who graduates from an accredited College/University with an Undergraduate or Graduate degree and who has worked at the University for a period of time greater than one (1) year. | Years of Service Award (See years of service chart below) – (Plaque, and certificate of appreciation) a gesture of appreciation for years of service and contributions to the University. |
| The John Dennis Leadership Award - (Plaque & \$200 Red Hawk Dollars) award to an employee who has worked at the University for a period of time greater than five (5) years. Award is given to one staff member who has demonstrated exceptional abilities to lead, serve, inspire, and collaborate with broad impact. | |

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| 5 years - Certificate/Mug 10 years - Jacket 15 years - MSU Blanket 20 years - Plaque | 25 years - Plaque and VIP Parking Space for 30 days 30 years - Plaque, lunch with UF VP and VIP Parking Space for 30 days 35 years - Plaque, lunch with UF VP, VIP Parking Space for 30 days and MSU jacket 40 years - Plaque, lunch with UF VP, VIP Parking Space for 30 days, MSU jacket & 1 day comp Time Off and \$200 Red Hawk Dollars |
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Call for nominations begin April 1 and deadline for nominations are May 31st each year. Each of the awards is based upon performance in the previous award cycle. Awards will be presented annually at the Facilities Divisional Meeting.

Please comment on why this employee is an excellent candidate to receive this award. Be as specific as possible and provide examples. Attach additional documentation, if necessary. You may be contacted for more information.

| Nominator | |
|--------------------------------------|-----------------------|
| Nominator Name: | Date: |
| Department: | Email address: |
| For Office Use Only | |
| Received By (L&D Office): | Date: |
| Approved By (AVP): | Date: |
| Approved by VP: | Date: |
| Meal Card: | ID: |

All nominations should be submitted to the UF Learning and Development office attention: Joana Dos Santos, gonzalezjoa@montclair.edu