

University Facilities
UNIVERSITY FACILITIES EMPLOYEE RECOGNITION NOMINATION FORM
I wish to nominate...

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

For the following award (choose one)...

<input type="radio"/> Star Service Award - (25 Red Hawk Dollars) - 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.)	
<input type="radio"/> Kudos Award (letter of recognition from VP) – for customer feedback and praise received and acknowledgement of excellent customer service.	<input type="radio"/> Red Hawk Award (20 Red Hawk Dollars) - This award recognizes an employee who embraces MSU's core values of community, respect and service.
<input type="radio"/> 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.	<input type="radio"/> Years of Service Award (<i>See years of service chart below</i>) – (Plaque and certificate of appreciation) a gesture of appreciation for years of service and contributions to the University.
<input type="radio"/> 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 - Mug | 35 years - Plaque and lunch with UF VP, 75 Red Hawk Dollars |
| 10 years - 20 Red Hawk Dollars | 40 years - Plaque and lunch with UF VP, & 1 day comp Time Off and 100 Red Hawk Dollars |
| 15 years - 25 Red Hawk Dollars | 45 years - Plaque and lunch with UF VP, & 1 day comp Time Off and 100 Red Hawk Dollars |
| 20 years - Paperweight | John Dennis Award - Plaque, 200 Red Hawk Dollars, lunch with VPUF |
| 25 years - Plaque and lunch with UF VP | |
| 30 years - Plaque and lunch with UF VP, 75 Red Hawk Dollars | |

Call for nominations begins April 1 and the deadline for nominations is May 1st 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: Heather Jenkins, jenkinsmclh@montclair.edu