



COLLEGE OF BUSINESS

Illinois State University

2012-2013

COB Administrative Professional Staff Outstanding Service Award

PURPOSE:

The College of Business offers an Annual Outstanding Service Awards for Administrative Professional (AP) staff each year to recognize excellence in work-related activities. This award is designed to acknowledge outstanding contributions made by full-time AP staff to the mission of the College of Business. The award is designed to encourage professional development and improve morale by honoring sustained contributions made by selected individuals.

CRITERIA FOR OUTSTANDING SERVICE AWARD:

Nominees will be judged based on their contributions to the mission of the College of Business and will be evaluated based on contributions over a period of time. Individuals may be nominated for uncommon achievements, but nominees typically will be judged by their contributions in one or more areas listed below.

CONTRIBUTIONS:

- Work: exemplary job performance; accomplishments in an area of responsibility including innovative and creative thinking; decisive actions leading to the enhancement of the College of Business image or operational tasks; etc.
- Relationships: exceptional interaction and support to internal stakeholders; service through participation in College of Business teams and initiatives; successful relations with external stakeholders of the College of Business; etc.
- Professional: contributions made to professional fields; contributions to state, regional, or national professional organizations; etc.

ELIGIBILITY:

The award is open to all AP staff members who have been employed by the College of Business for at least two years. An employee may be nominated by another University employee/student or be self-nominated. A person may receive this award no more than once every five years.

AWARD:

All nominations are due in the Dean's Office by February 28, 2013. Nominations will be reviewed by the HRD Team and a recommendation will be forwarded to the Dean. The winner will receive a \$500 cash award in September and will be recognized with an award plaque at the annual COB faculty/staff meeting.



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COB Administrative Professional Staff Outstanding Service Award Nomination Form

1. Name of Nominee:
2. Nominee's Department:
3. Nominee's Job Title:
4. Employment Start Date of Nominee:

If this is a self-nomination application, please skip items 5 & 6.

5. Printed Name of Submitter:
6. State Your Relationship to the Nominee:
7. Submitter or self-nominee signature:
(Anonymous nominations will not be considered).
8. Date:

INSTRUCTIONS:

- For consideration, complete this form as well as a letter detailing how the nominee exemplifies the criteria found in the award description in narrative form. Handwritten submissions will not be accepted.
- Two letters of support are to be included which outline a detailed account of the staff member's contributions. One of the endorsement letters may be requested from individuals outside the College of Business.
- **Applications are due February 28, 2013** to the Dean's Office in the College of Business.