

SPIRIT OF EXCELLENCE AWARD NOMINATION FORM

NAME OF NOMINEE:

TITLE:

DEPARTMENT:

SUPERVISOR NAME:

PHONE NUMBER:

NOMINATED BY:

DATE SUBMITTED:

Choose one or more of the criterion listed below and briefly describe the qualities that explain why this nominee should be selected as a SPIRIT OF EXCELLENCE AWARD winner. Please refer to the back of this form for guidelines.

Performs “beyond the Call of Duty” to improve service, quality, and the department’s or unit’s image.

Exemplifies professionalism and dedication to excellent service by putting forth extra effort.

Outstanding contributions of significance to the University or department’s effort to fulfill its mission.

Specific or sustained accomplishments that exceed normal expectations.

Outstanding business contributions of significance based on initiation, and the ability to bring a job to a successful conclusion.

FOR HR USE ONLY

CATEGORY:

- Service/Maintenance
- Secretarial/Clerical
- Technical/Paraprofessional
- Administrative/Professional



**Spirit
Of
Excellence**
award

SPIRIT OF EXCELLENCE AWARD

The SPIRIT OF EXCELLENCE AWARD has been established to recognize a special group of employees for their service to Auburn University.

Each month, a SPIRIT OF EXCELLENCE AWARD will be given to an Auburn University employee from each of the following employment groups:

- *Service/Maintenance*
- *Secretarial/Clerical*
- *Technical*
- *Administrative/Professional*

Employees may be nominated for these awards by any regular Auburn University employee, including university faculty. Nominations are not limited to your immediate area of employment. In order to nominate an employee, a nomination form must be completed and sent to the SPIRIT OF EXCELLENCE AWARD Selection Committee, c/o University Human Resources: 1550 East Glenn Ave. Nominations must be received by the 15th of each month. Nominations will remain in effect for a period of one year from the date submitted.

In order to be selected as a SPIRIT OF EXCELLENCE AWARD winner, an employee must:

- *Be a regular Auburn University employee (excludes temporary employees, graduate and under graduate student employees, county agents and extension specialists, and tenure track and non-tenure track faculty) with the exception of Research Associates*
- *Have at least one year continuous employment with Auburn University*
- *Have a performance evaluation rating that meets or exceeds expectations at the time of nomination*

An employee selected as a SPIRIT OF EXCELLENCE AWARD winner cannot be nominated again prior to the annual university-wide EMPLOYEE RECOGNITION AWARD ceremony.

Each monthly winner of the SPIRIT OF EXCELLENCE AWARD will be eligible to receive the EMPLOYEE OF THE YEAR, SPIRIT OF EXCELLENCE AWARD. The winners will be announced and recognized at the annual EMPLOYEE RECOGNITION AWARD ceremony, held in the spring of each year.