Employee Award Program Nomination
for Outstanding Service to the College and
Outstanding Service to Students at the College at Brockport

Name and title of nominee _____

Name and title of nominators (2 required, must be current employees)

_____

_____

Name and signature of supervisor (required)

_____

Requirements:

1) Two (2) years full-time/part-time employment at SUNY Brockport *prior* to receipt of the award ___ yes ___ no

2) Currently held position at The College ___ yes ___ no

***NOTE*: If applicant does *not* meet the above requirements, he/she is not eligible for this award.**

The **Service to College** awards will also be judged on a ***demonstrated and consistently outstanding performance in job-related responsibilities***. Describe below how you feel the nominee meets these requirements (or attach a separate sheet).

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

The **Service to Students** awards will include a criterion of a ***demonstrated and consistently outstanding performance to students outside the classroom.*** Describe below how you feel the nominee meets these requirements (or attach a separate sheet).

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Required: Attach a ***maximum of three (3)*** supporting letters (not including nominators), and a ***maximum of three (3)*** student letter if the nomination is for Service to Students.

Please deliver nominations to the Office of *Human Resources*.

Outstanding Employee Awards
Checklist for Submission of Nominating Package

Requirements:

____ Nominee has completed two years full-time or part-time employment at The College *prior* to receipt of the award.

____ Nominee currently holds a position at The College as a State, BASC or Research employee.

Service to College Award

____ Two nominating letters attached indicating demonstrated and consistently outstanding performance in job-related responsibilities. Nominators must be current employees.

____ Maximum of three additional letters of support.

Service to Students Awards

____ Two nominating letters attached indicating demonstrated and consistently outstanding performance to students outside the classroom. Nominators must be current employees.

____ Maximum of three additional letters of support.

____ Maximum of three student letter of support.

____ **Nominating package delivered to the HR Office**

*Additional Materials will be removed prior to review by the committee.