

**University Research Animal Resources Outstanding Employee Recognition Award
Nomination Form**

Please save resources and print front and back on one sheet. Thanks!

The URAR Outstanding Employee Recognition Award recognizes URAR employees for outstanding service to URAR and the research community.

1. Provide the following information

Name of nominee: _____

Date: _____

Nominated by: _____

Job title/Laboratory association: _____

Work phone number: _____

Work email: _____

2. Please note how the nominee meets the following criteria. Mark the best response, according to your observations and interactions with the employee.

The nominee...	I do not know	Frequently	Sometimes	Seldom/never
Consistently performs high quality work				
Displays exceptional dependability				
Creates a positive work environment and enhances the image of the URAR				
Demonstrates a willingness to work with others and assist whenever needed				
Has a positive attitude and interacts professionally with all staff members and researchers				
Performs extra duties beyond those normally assigned and/or provides creative suggestions for improvement				
Volunteers for special projects				

3. Please describe why you nominate this employee, citing specific examples which demonstrate outstanding service to the URAR and/or research community.

Continue on back of page.

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Thank you for your nomination. Nominations submitted December through May will be considered for the June award. Nominations submitted June through November will be considered for the December award.

Please submit the completed nomination form to:

Stephanie Gavrielides

Mail: 608 Boyd Graduate Studies Building

Fax: 706-542-5638