

# ABOVE AND BEYOND AWARD NOMINATION FORM

Do you know employees who have gone “above and beyond” in carrying out everyday responsibilities? If so, we want to recognize them! Submit details about their efforts via the form below to nominate them for the Above and Beyond Award to be announced and presented at the Annual Recognition Awards Presentation during Spring 2009 Convocation.

In describing the rationale for this award nomination, please include how the nominee went “above and beyond” in the areas of dedication, follow-through, extra effort, attitude, and hard work, and displayed that extra “WOW” factor in getting the job done.

Before submitting your nomination, read the information with the identifiers (such as name, department, etc.) removed to see how well the information will be communicated to the Selection Committee. The Selection Committee will only read the form once all identifiers are removed by Human Resources. The Committee’s decision will be based solely on that information. Once you feel certain you have communicated all the criteria with the elimination of the identifiers, proceed by submitting the form. ***All submissions will be kept confidential by HR. No one on the Employee Appreciation Taskforce will see the names of the nominees.***

**Nomination Deadline: October 31, 2008 at 4 p.m.**

## ***Nominator Information***

Name:

Department:

Extension:

E-mail address:

Signature of Nominator:

Date:

## ***Nominee Information***

Name:

Department:

Extension:

E-mail address:

For Office Use Only – Nomination ID #:
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**Please return completed nomination forms to the RCC Human Resources Office by 4 p.m. on Friday, October 31, 2008. Thank you!**

For Office Use Only – Nomination ID #:

***Rationale for nominations: For each category below, describe the reasons the nominee should be considered for the award.*** Use additional space as needed. Try to refrain from using names and other identifying information.

I. Describe the attitude generally displayed by the nominee on the job:

II. Describe the follow-through generally displayed by the nominee on the job:

III. Describe the dedication displayed by the nominee on the job:

IV. Describe the hard work or extra effort put forth by the nominee on the job:

V. Describe any “WOW” factor the nominee has displayed in getting the job done:

**Please return completed nomination forms to the RCC Human Resources Office by 4 p.m. on Friday, October 31, 2008. Thank you!**