

Staff Employee of the Year

Description

The Staff Employee of the Year award recognizes an exceptional employee at the university and exceeds expectations by going above and beyond in all aspects.

Criteria

These awards are for those above and beyond in their areas, have contributed to the institution, their respective teams, and are dedicated and reliable. Criterion up to nominator's discretion.

E. Going Above and Beyond Expectations in Respective Unit

Possible Examples include:

- Taking initiative on projects and tasks
- Completing tasks outside of job description

F. Demonstrated Efforts in Contributing a Meaningful Effort in Team

Possible Examples include:

- Accomplished an outstanding achievement through collaboration or provides ongoing excellence through effective collaboration.

G. Demonstrated Efforts in Contributing a Meaningful Impact on the Institution

Possible Examples Include:

- Serving on committees or through volunteering
- Contributing to initiatives or projects not directly related to their role

H. Demonstrated Characteristics of Being Dedicated and Reliable

Possible Examples Include:

- Understanding a typical workday isn't always a standard eight hours
- Being a team player for tasks whether or not they are directly assigned to them
- Being present in their role and responsibilities

Eligibility

- Nominee must be a benefits-eligible, Fairmont State University Staff employee
- Nominee must not have been one of last year's recipients
- Nominee must have been employed for at least 18 months

Nomination Requirements

- Nomination must be submitted by the deadline
- Nominator must complete the nomination form as well as a letter of recommendation
 - Letter of recommendation must be 300-500 words OR a maximum of 150 words per section
- Nomination must provide at least one concrete example from each criteria listed above