

University of Richmond Outstanding Service Award Nomination Form

Each year, the University of Richmond acknowledges outstanding service to employees in each of four categories of employment:

◆Administrative ◆Clerical Support ◆Dining Services ◆Service/Maintenance

You may nominate more than one employee in each category. You may nominate an employee by completing this paper form but, online nominations are preferred at https://www.surveymonkey.com/s.aspx?sm=a7A7dsA8qcOjluLhWD3vDw_3d_3d.

I nominate the following employee for the Outstanding Service Award.

Name: _____ Department: _____

Category (check one):

Administrative Clerical Support Dining Services Service/Maintenance

Please describe how your nominee (respond to all that apply)...

1. Makes a difference to the University of Richmond community

2. Goes above and beyond the expectations of the position.

3. Excels as a team player.

4. Contributes to the success of other employees.

Your name: _____ Department: _____

***Please send through campus mail or hand deliver to Human Resources Services, 1st Floor, Weinstein Hall
no later than February 6, 2009.***