COLLEGE OF ENGINEERING
OUTSTANDING STAFF AWARD

Criteria

Nominations will be evaluated on:

1. Outstanding Job Performance
2. Outstanding Attitude
3. Commitment
4. Professional Development – Certifications, seminars, conferences, additional training, course work and education
5. Program introductions – suggestions made by nominee for improvements which result in cost savings, increased efficiency, improved service, or better time management

Award

The recipient will receive a $1000 award and a commemorative plaque.

Eligibility

A nominee must be a permanent, non-faculty staff employed with the College of Engineering for at least three years by the nomination deadline, March 15th. Nominations of employees in all non-faculty classifications are encouraged: i.e., professional or administrative staff and clerical support. If you have questions about eligibility, please contact Sonya Haney.

Selection

The COE nominating committee will review applicants and select recipient.

Nomination Deadline and Submission

Nominations for this award may be made by any member of the College of Engineering (staff, faculty, or student) and friends of the college. All nominations must be submitted on the official COE nomination form by March 15th each year. (5 page limit)

Nominations may be e-mailed to: shaney@tntech.edu

COLLEGE OF ENGINEERING

OUTSTANDING STAFF AWARD

NOMINATION FORM

Name of Nominee: _____

Department: _____

Classification/Title: _____

Outstanding Job Performance:

Outstanding Attitude (Availability, demonstrated willingness to follow-up, communication skills, professional appearance, displays knowledge of position, did they "go the extra mile", demonstrate patience, outwardly show teamwork):

Commitment (Longevity, perseverance, attendance):

Professional Development (Certifications, additional training, course work and education, seminars and licenses):

Program Introductions (Suggestions made for changes or improvements which result in cost savings, increased efficiency, improved service or better time management):

Additional Comments: (attach additional sheets if necessary)

Nominator's T# (or name if no T#): _____

Please e-mail completed Nomination Form to: shaney@tntech.edu