Outstanding Employee Nomination Form

The Outstanding Employee award recognizes those employees who consistently exhibit superior job performance, high levels of quality service while demonstrating our Vincentian Mission. Niagara University employees who have completed at least one year of employment are eligible to be nominated for the award, except for Officers, Deans, directors, and faculty.

Nominations may be made by NU employees, students, alumni, parents, or other persons who come in contact with NU employees.

In the space provided below cite specific examples of exemplary quality service or job performance exhibited by the employee you are nominating for the award.

NOMINEE: ________________________________  DEPT: ________________________________

(Employee name)

YOUR NAME: ________________________________  DATE:

YOUR RELATIONSHIP TO NU [ ] student  [ ] employee  [ ] alumni  [ ] parent  [ ] other

Comments (Briefly state what made you decide to nominate this employee)

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Describe how this person you are nominating demonstrates a positive attitude and commitment to Niagara University’s students, faculty, staff, visitors or others. Specifically list action(s) and/or event(s) where the employee serves others, provides learning opportunities to those with whom they contact and addresses the concerns of others (or you in particular):

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Describe how the employee you are nominating demonstrates the Vincentian values of service and learning through their daily activities and interactions with others. What specific qualities and actions about the employee, including personal traits and work performance make this person “standout” to those around them (or to you in particular):

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