

**[Insert Department Logo]**

The Emory University [Insert Department/Division] seeks to recognize staff members who have made significant contributions to their divisions, the department, and/or Emory University. Winners will be recognized at [Insert Event] and receive [Insert prize information].

**ELIGIBILITY**

* Any full or part-time regular staff members who have been employed by the department for at least 1 year.
* Temporary employees, student workers, interns, fellows, and post-docs are not eligible.
* Nominees must be in good standing with the department.
* Self-nomination is encouraged. Employees may be nominated in multiple categories.

**AWARD CATEGORIES**

**LEADERSHIP:** Demonstrates a high level of initiative, responsibility, and resourcefulness. Actively involved in the development of others by empowering, challenging, and inspiring staff to reach their highest potential. Promotes Emory’s mission and values in their work processes and interactions with others.

**COLLABORATION:** Takes the initiative to collaborate and share resources contributing to group success. Inspires others to work collaboratively and creatively to promote engagement. Fosters meaningful collaboration with other offices and departments across the university.

**CREATIVITY/INNOVATION:** Consistently explores new ideas to enhance operations. Develops creative solutions to overcome barriers and simplify processes. Implemented a new process or service which promotes efficiency, productivity, or quality.

**OPERATIONAL EXCELLENCE/CUSTOMER SERVICE:** Goes above and beyond to provide the highest levels of service for the Emory community or other patrons. Provides consistent and exceptional customer service and shares enthusiasm for the department and university when engaging with others.

**FLEXIBILITY:** Embraces change and adapts readily to new situations. Helps others anticipate change, envision the future, and meet transformational challenges.

Please send nominations to **[Insert Contact Info]** by **[Insert Date].**

**NOMINEE INFORMATION**

**Name of Nominee:** **Click here to enter text.**

**Nominee’s Title:** **Click here to enter text.**

**Division: Click here to enter text.**

**NOMINATOR INFORMATION**

**Name of Nominator:** **Click here to enter text.**

**Nominator’s Job Title:** **Click here to enter text.**

**Division:** **Click here to enter text.**

**Email:** **Click here to enter text.**

**AWARD CATEGORY (please check):**

[ ] Leadership

[ ] Collaboration

[ ] Creativity & Innovation

[ ] Operational Excellence/Customer Service

[ ] Flexibility

**NOMINATION SUMMARY**

Describe in 500 words or less the specific contributions made by the nominee in one of the 5 categories and the specific impact of the contribution(s) on the department or the university.

**Click here to enter text.**

**NOMINATION SUMMARY cont.**

**Click here to enter text.**