

**EMPLOYEE ACHIEVEMENT AWARD**

**NOMINATION FORM INSTRUCTIONS**

**Purpose:**

Achievement awards are intended to support Southwest Minnesota State University’s efforts to create a culture of high performance and build the link between employees’ outstanding contributions and timely recognition and rewards. Managers are expected to use available tools to incent and reward performance. Achievement Awards are one tool to recognize employee efforts and can be used to reward employees covered by the following plans and contracts: Managerial Plan, Commissioners Plan, MMA, and MAPE.

**Format:**

* All nominations must be completed on the attached nomination form
* Typed entries are strongly encouraged
* Attach additional sheets as needed

**What to Include:**

Nominations should explain how the nominee demonstrates excellence in one or more of the four award criteria and should be detailed and specific, **providing examples** of merit wherever possible:

1. Evidence of how an employee has contributed to supporting the commitments of the MnSCU Strategic Framework and/or the university strategic directions
2. Evidence of leading collaboration across departments, the university, or the system.
3. Evidence of accomplishments that result in efficiencies or cost savings to a department, university, or the system
4. Evidence of ways in which an employee has demonstrated pioneering or risk-taking behavior in being the first to try or lead new positive change efforts.

**Of Note:**

* The Review Committee will hold all nominations in confidence.
* Nominations may be resubmitted in subsequent review periods, but nominations will not be carried over automatically.
* Employees must have a current performance evaluation on file with Human Resources certifying satisfactory or better performance.

**Deadline:**

Completed nominations are due by November 30 and April 30 to the Human Resources Office. There will be ***NO EXCEPTIONS*** to the nomination deadline.



**EMPLOYEE ACHIEVEMENT AWARD**

**Nomination Form**

|  |  |
| --- | --- |
| **Nominee:** | **Date:** |
| **Nominated by:** *Print Name(s)* | *Signature(s)* **\*\*REQUIRED\*\*** |

**Supervisor Approval:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Select Type of Award:**

*Project recognition*: Employee has done outstanding work outside of normal job parameters on an individual or team project.

*Performance recognition:* Employee has delivered outstanding individual performance within normal job parameters on individual or team-based work.

**Award Criteria:**Please include narrative supporting one or more of the following criteria:

*Evidence of how an employee has contributed to supporting the commitments of the MnSCU Strategic Framework and/or the university strategic goals.*

*Evidence of leading collaboration across departments, the university, or the system..*

*Evidence of accomplishments that result in efficiencies or cost savings to a department, the university, and the system*

*Evidence of ways in which an employee has demonstrated pioneering or risk-taking behavior in being the first to try or lead new positive change efforts*

Thank you for participating in the Southwest Minnesota State University Employee Achievement Award recognition program. Please make sure the form is complete and submit no later than November 30 or April 30 to Human Resources.

**Verifications and Approvals:**

**Human Resources Office Verifications:**

\_\_\_\_\_\_\_\_\_\_Date received by Human Resources Office

\_\_\_\_\_\_\_\_\_\_Current performance evaluation on file certifying satisfactory or better performance

\_\_\_\_\_\_\_\_\_\_Member of eligible collective bargaining unit or plan

**Review Committee Approval**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Award Amount Approved**: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_