

## 2016 EMPLOYEE OF THE YEAR AWARD

**PURPOSE:** To recognize an outstanding employee with the following attributes:

1. Nominee is productive, exhibits commitment to quality in carrying out job responsibilities and is an asset to the staff of his/her department.
2. Nominee is willing to take initiative and accepts and carries out additional responsibilities beyond regular job assignments.
3. Nominee is consistently dependable and punctual in reporting for duty, completing assignments on time, and participating in additional responsibilities.
4. Nominee portrays a positive attitude toward work responsibilities, co-workers, and customers and serves as a role model for others.
5. Nominee exhibits exemplary service in daily work of the individual and notable contribution to a department or university project.
6. Nominee excels in knowledge and expertise in his/her department.
7. Nominee exhibits a willingness to work in a team setting within and/or outside of his/her assigned department.

### **CRITERIA FOR NOMINATION:**

1. Nominee must be a permanent full-time employee assigned to work at the ARDC for six months or more at time of nomination.
2. Must be in good standing with the University of Nebraska
3. Employees can only receive the ARDC Employee of the Year Award once - even if they change jobs while working at the center. (See previous recipients at <http://ardc.unl.edu/EOY.shtml>)

### **SELECTION PROCESS:**

1. The award recipient will be determined via a four-part selection process as described below.
  - Nominations must be made by any full-time employee assigned to work at the ARDC. **All nominations MUST be submitted on the nomination/scoring form to the front reception bay or using the electronic PDF form to [dpittman1@unl.edu](mailto:dpittman1@unl.edu) by Monday, December 12.** Only signed forms will be accepted and reviewed. *An electronic signature is acceptable.*
  - The Social Committee then sends a nomination/scoring form to the nominee's supervisor, along with a copy (copies) of the actual nomination/scoring form(s). The supervisor will need to return the nomination/scoring form **by January 13.** If no response is received from the supervisor, the candidate receives a zero score in this category.

- A list of the nominees is sent to all staff at the ARDC, Nebraska Extension in Saunders County, Southeast Research and Extension Center, Husker Genetics, and Greater Nebraska Business Center employees with appointments or full-time duties at the ARDC. At that time each employee has the option to evaluate each candidate using the nomination/scoring form. Each employee evaluates only the candidates they choose to. **All scoring forms MUST be submitted to in the provided sealed envelope at the reception bay by January 13.**
  - The Social Committee will review all nomination materials and individually score candidates in written form. The Social Committee Chair will tally the totals to determine the 2016 winner.
2. The scoring system will consist of:
    - 50% nomination/scoring average by employees
    - 25% nomination/scoring by supervisor
    - 25% scoring by Social Committee
  3. The winning nominee is selected based on the total combined score.
  4. In the event of a tie, the Social Committee will carefully examine supporting comments and examples to determine the winner.

**AWARD:**

1. The award is given annually to one recipient
2. **The 2016 award will be presented at the Post-Holiday Party On January 19, 2017.**
3. The Social Committee tries to find donations (such as gift cards) for the EOY recipient each year – so they vary from year to year. Incentives will be announced as they become available, but annual recognition includes:
  - Framed award
  - Picture and nomination posted on ARDC web site
  - A news release will also be submitted to local newspapers and the recipient will be recognized in social media posts.
  - Picture and engraved name plate on a plaque that recognize recipients and is displayed in the ARDC August N. Christenson Research and Education Building.

**WE WILL KEEP YOU UPDATED ON OTHER INCENTIVES  
AS THEY ARE CONFIRMED!!**

**2016 EMPLOYEE OF THE YEAR  
NOMINATION/SCORING FORM**

**NOMINEE:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

**PLEASE INCLUDE THE FOLLOWING:**

\* **A score for each attribute using the following numerical rating system:**

1 - Excellent    2 – Very Good    3 – Good    4 – Average    5 – Below Average

\* **Supporting statements or examples for each attribute.**

Please attach an additional sheet of paper if you need more writing space.

**1. Nominee is productive, exhibits commitment to quality in carrying out job responsibilities and is an asset to the staff of his/her department.**

SCORE (*circle one*): 1 2 3 4 5      SUPPORTING COMMENTS/EXAMPLES:

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**2. Nominee is willing to take initiative and accepts and carries out additional responsibilities beyond regular job assignments.**

SCORE (*circle one*): 1 2 3 4 5      SUPPORTING COMMENTS/EXAMPLES:

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**3. Nominee is consistently dependable and punctual in reporting for duty, completing assignments on time, and participating in additional responsibilities.**

SCORE (*circle one*): 1 2 3 4 5      SUPPORTING COMMENTS/EXAMPLES:

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**4. Nominee portrays a positive attitude toward work responsibilities, co-workers, and customers and serves as a role model for others.**

SCORE (*circle one*): 1 2 3 4 5

SUPPORTING COMMENTS/EXAMPLES:

**5. Nominee exhibits exemplary service in daily work of the individual and notable contribution to a department or university project.**

SCORE (*circle one*): 1 2 3 4 5

SUPPORTING COMMENTS/EXAMPLES:

**6. Nominee excels in knowledge and expertise in his/her department.**

SCORE (*circle one*): 1 2 3 4 5

SUPPORTING COMMENTS/EXAMPLES:

**7. Nominee exhibits a willingness to work in a team setting within and/or outside of his/her assigned department.**

SCORE (*circle one*): 1 2 3 4 5

SUPPORTING COMMENTS/EXAMPLES:

**NOMINATOR'S NAME:** \_\_\_\_\_

**NOMINATOR'S PHONE #:** \_\_\_\_\_

**TODAY'S DATE:** \_\_\_\_\_