

Widener Law Commonwealth

Nomination Form Employee Appreciation Award

Purpose of the Program

The purpose of the Employee Appreciation Award Program is to recognize those employees who have served the Law School in an exceptional manner. The nominee must show outstanding merit, perform exceptional service through his/ her work, and exhibit a positive and supportive attitude. Nominations may be made by faculty, deans, departmental supervisors and directors, administrators, support staff and students.

Eligibility for Award

Employees (support staff and administrators) who are permanent full-time employees are eligible for nomination. Faculty, deans, departmental supervisors and directors, current members of the Selection Committee, and persons who have received the award in the past year are ineligible. Nominees must be currently employed by the Law School and have at least 12 consecutive months of work experience with the University or Law School.

Criteria for Selection

These are guidelines; not all criteria are mandatory. Please support with specific examples.

Nominees should demonstrate excellence in one or more of the following areas:

- Service – consistently provides superior service to students, employees, faculty and other members of the Law School or to the community.
- Teamwork – high degree of willingness to contribute as a member of a department and to provide support between and among departments.
- Dependability – can be relied upon to consistently and accurately complete projects on time or ahead of schedule.
- Initiative - completes projects with little or no direction; is a creative problem solver; volunteers time, energy and ideas.
- Accomplishments – engages in activities that have a significant and positive effect on the Law School or the community. (Please describe in detail.)
- Reliability – has compiled an outstanding attendance record.

I hereby nominate _____ for the following reasons.
(Name of employee)

Nominator's Name _____ Telephone Number _____ Date _____