

**UNC PEMBROKE
DIVISION OF STUDENT AFFAIRS**



**NEW EMPLOYEE AWARD
NOMINATION FORM**

The **NEW EMPLOYEE AWARD** is to be awarded to an employee who has demonstrated excellence in serving students and who has sustained superior work performance while exemplifying a positive attitude, initiative and a cooperative spirit. ***Please specify Administrative Support Staff, Environmental Services Staff and/or Professional Staff category on your nomination.***

Criteria: Employee must have:

- been a permanent employee of Student Affairs **two years or less**, and
- demonstrated excellence in serving students, and
- demonstrated sustained superior work performance, and
- demonstrated a positive attitude, initiative and a cooperative spirit while working with others

NAME OF NOMINEE: _____

Department: _____

Category: _____

Please attach your statement to this form and include the following information.

Why do you feel this person deserves the **New Employee Award**? Please give an example to explain your reason. How does the nominee meet each of the criteria?

Nominator's Name: _____

Send form to: Lisa Schaeffer, SA Awards Committee, Office of Student Affairs, Lumbee Hall.

Awards are not necessarily given in each category or subcategory each year.