

**UNC PEMBROKE
DIVISION OF STUDENT AFFAIRS**



**STAR AWARD
NOMINATION FORM**

The **STAR AWARD** recognizes employees who have demonstrated consistent and exceptional service. Up to three categories of STAR AWARDS may be granted in a particular year: ***Administrative Support Staff, Environmental Services Staff and/or Professional Staff***. Please indicate category on the nomination form.

Criteria: Employee must have:

- been a permanent employee of Student Affairs for at least **two years**,
- demonstrated consistent and exceptional service to Student Affairs,
- demonstrated a positive attitude toward students, staff and their work, and
- demonstrated the willingness to go beyond the expectations of the job.

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 **STAR 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 Award Committee, Office of Student Affairs, Lumbee Hall.

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