Nominee must be an Old Dominion University classified staff employee with at least two years of service to the College. Please submit your nominations by April 1, 2020 to the Dean’s Office, BAL 9000.

Staff Member of the Year Nominee:

Name: _______________________________________

Supervisor: ____________________________________

Position Held by Nominee: ________________________

Please attach your comments and all supporting documents – categories to use are listed below. Specific examples of outstanding service are very helpful in the selection process.

➢ Demonstrated involvement, above and beyond the required job responsibilities.
➢ Demonstrated dedication, commitment, initiative, motivation, cooperation, teamwork, and/or outstanding customer service skills to co-workers, supervisors, and other University personnel.
➢ Any public service and/or community activities and accomplishments (optional).

Nominated by: __________________________________

Department or Major: ____________________________

Date of Submission: ______________________________

Check Off Here – These items are REQUIRED:

_____ Short narrative from the nominator supporting the nomination

_____ Supporting documentation from at least one other source

_____ A brief job description of the nominee’s current position.

Package must be complete upon submission.

Thank you for submitting your nomination.

Contact the Dean’s Office at 683-3925 (or b1saunde@odu.edu) for more information.