



University of Colorado

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## 2012-2013 President's Employee of the Year Award

### The Award

The 2012-2013 President's Employee of the Year Award will be presented to one system administration employee in recognition and appreciation of exceptional job performance. An award of \$1,000 (subject to payroll taxes) will be presented to the chosen employee at a recognition reception hosted by System Staff Council on October 26, 2012.

### Nomination Information

All system administration classified or professional exempt staff employees may be nominated for the award. (Temporary employees, student workers, university officers, the HR Director and staff council recognition committee members are ineligible for this award.) Nominations are accepted from fellow staff, faculty or students who have first-hand knowledge of the nominee's performance. The nominee's supervisor must provide written approval of the nomination.

Submit a letter of nomination and two or three additional letters supporting the nomination electronically to Lisa Landis, HR Director for System Administration, at [lisa.landis@cu.edu](mailto:lisa.landis@cu.edu) (confirmation of receipt will follow). The total submission should not exceed six pages. Nomination letters must describe why the person deserves to receive the award. Nominations will be accepted through **5:00 pm** on **Friday, September 28, 2012**.

A successful nomination letter should include the following information:

- **Performance:** Describe the traits that make the nominee personally and professionally successful. How does his/her performance serve as an example to others? How does s/he show accountability and pride in job duties/processes? What does s/he contribute to the daily operation of the unit?
- **Customer Service:** How is the nominee responsive to and supportive of customers and colleagues? In what way does the nominee show respect for colleagues and customers, including those with different opinions, skills, and objectives?
- **Teamwork:** In what way has the nominee acted to bring others together into a cohesive unit, or demonstrated a willingness to take action within a team framework? How is his/her willingness to share time, energy and knowledge for the benefit of the unit or customer demonstrated?
- **Leadership:** How has the nominee demonstrated leadership?
- **Excellence:** How is the nominee's willingness to go the extra mile demonstrated? How does s/he contribute to the greater CU community?

The HR Director and the recognition committee will consider all nominations and make a determination based upon the criteria listed above. The recognition committee is comprised of the following System Staff Council representatives:

David Pierce, Office of University Controller  
Teena Shepperson-Turner, Risk Management  
Lisa Vallad, Office of University Controller