



Employee of the Semester

THE EMPLOYEE OF THE SEMESTER AWARD

Purpose: We acknowledge and celebrate the successes of our employees. The Employee of the Semester Award is recognition of outstanding performance by Valdosta State University classified staff members who have contributed to the mission and goals of the university. These employees exemplify the values of Valdosta State University.

Objective: The objective of this program is to create positive role models and to identify noteworthy accomplishments of valuable employees who through their hard work and dedication have positively impacted the Valdosta State University community.

Eligibility: All VSU full-time classified staff employees, excluding COSA members, are eligible to be nominated for employee of the semester. The nominated employee must have satisfactory or above satisfactory performance on performance appraisals and no outstanding disciplinary actions.

Selection Criteria: Employees recognized under this program will have made a significant contribution to the University clearly beyond the scope of the assigned responsibilities and duties of their position under one or more of the following categories:

- Innovative Idea
- Team Effort
- Problem Solving
- Customer Service

Examples of specific employee contributions to VSU that may be considered are:

- Fiscal responsibility – accomplishes savings in cost and/or time
- Mentoring/Leadership – willingness to assist others do their jobs better
- Results-oriented - goes the extra mile to meet a critical deadline or deliverable
- Initiative – demonstrates extraordinary resourcefulness and the ability to act and make sound decisions without direction from others

- Collaboration – demonstrates outstanding teamwork in the achievement of VSU or department objectives
- Attitude – keeps a consistently positive attitude toward fellow staff, faculty and students despite workload demands
- Creativity – applies innovation or creativity to their job duties
- Service – provides inspired service to students, faculty, staff or the public that goes beyond what is expected
- Inclusion – significantly furthers diversity goals and/or makes a major contribution in promoting an inclusive work environment
- Stewardship - implements a process or takes some action which significantly reduces risk at VSU
- Role Model- provides an example to others within or outside of their department

Process: Nominations for recognition can be made by any VSU staff member, faculty member or student. Nomination forms must be signed by the classified staff employee's immediate supervisor. Deadline for nominations will be **Friday, March 13, 2009**. Completed nomination forms and supplementary materials must be submitted to Dr. Denise Bogart, Director of Human Resources, in Human Resources and Employee Development, Entrance 5, University Center.

EMPLOYEE OF THE SEMESTER – FALL 2008

Name of Nominee:

Department/University:

Division/Work Unit:

Nominee's Work Phone No.:

Nominee's Work E-mail:

Supervisor:

Supervisor's Work Phone:

Supervisor's Work E-mail:

Submitted by:

Relationship to Nominee (coworker, supervisor, etc.) :

Reasons for Nomination

Please respond to one or more of the areas below and please give specific examples. If you feel that you do not have sufficient information in a particular area, it is permissible to confer with others. If possible, please attach the nominee's job duties to this form.

Customer Service: The Selection Committee may not be familiar with this individual's job duties. Please provide a brief explanation of how this individual performed in the area of customer service "above and beyond" what is normally expected in their day-to-day position.

Problem Solving: Cite examples of how this individual has demonstrated efficiency and initiative in their work performance.

Team Effort: Please share specific examples of how the nominee has contributed to improving their office, their division and campus life. Possibly, how their work fosters collaboration, communication, and cooperation among peers, management, staff, and university constituents.

Innovative Idea: Briefly explain how VSU has benefited from the work, suggestions, or innovative ideas of the nominee.

Please state in a few sentences why this individual deserves this award.

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