2019

Making a Difference

Staff Awards

Nominate a deserving colleague today!

The categories are:

- Above and Beyond
- Rookie Award
- Serving Others
- Legacy Award
- Behind the Scenes
- Unsung Hero
- Outstanding Leader

Please join us in announcing this year’s award recipients on Wednesday, January 8, 2020 at 2 PM, in the Memorial Union Ballroom. Refreshments will be served.

See accompanying nomination criteria, instructions and nomination cover sheet. Additional forms are available at www.mtu.edu/staffcouncil. Please contact Jennifer Biekkola at 7-1056 or staffcouncil@mtu.edu with any questions.

Eligibility: All regular full-time and part-time staff are eligible. Award recipients will receive $500, after taxes. Past recipients are not eligible again until five years after their award year, and are listed on the Staff Council website at www.mtu.edu/staffcouncil.

Nomination Criteria: Nominations must be no more than three single-spaced pages. Nominators should prepare a letter that provides specific examples of the nominee’s accomplishments. Winners will be chosen based on examples of the category criteria. Nominations are limited to single individuals. No team or group nominations.

Statements of Support Criteria: We recommend nominators collect up to three letters of support from other colleagues, clients and members of the community to strengthen their nomination. Please note - support letters need to be no more than one page each.

Deadline: Nominations must be received by 5 pm on Friday, November 8, 2019 to Jennifer Beikkola (Alumni House) or email the complete nomination packet to staffcouncil@mtu.edu.
Award Category Criteria

**Rookie Award**
- Employee has been at Michigan Tech for 2 years or less
- Has made an impact in a short amount of time
- Quickly became a valuable member of the team
- Has a demonstrated understanding of the goals/mission of the department/area
- Takes initiative without being prompted and without fanfare
- Is a positive and steady presence
- Demonstrates exceptional reliability
- Always willing to help when and where needed

**Unsung Hero**
- Volunteers time and effort to help others
- Maintains a high quality of service to University customers
- Fosters positive and productive client & colleague relationships
- Genuine desire to serve others without the need for fanfare
- Employee is a member of AFSCME, POA, or UAW
- Delivers prompt, efficient, reliable service
- Fosters a positive work environment and relationships
- Shows an unrelenting commitment to their role

**Serving Others**
- Creates a positive and motivating work environment
- Recognizes employees for their contributions
- Supports work-life balance and encourages professional development
- Responds well under pressure (grace under fire)
- Consistently goes above and beyond their job requirements
- Exceeds expectations on a regular basis
- Takes initiative and shows dedication
- Exhibits a high level of commitment

**Behind the Scenes**
- Minimum of 15 years of service to Michigan Tech
- Engages in collaboration and promotes teamwork
- Improves efficiency and exhibits a proactive approach to finding solutions
- Invests time and effort into mentoring colleagues and sharing knowledge with others

**Outstanding Leader**
- Employee is a member of AFSCME, POA, or UAW
- Delivers prompt, efficient, reliable service
- Fosters a positive work environment and relationships
- Shows an unrelenting commitment to their role

**Above & Beyond**
- Minimum of 15 years of service to Michigan Tech
- Engages in collaboration and promotes teamwork
- Improves efficiency and exhibits a proactive approach to finding solutions
- Invests time and effort into mentoring colleagues and sharing knowledge with others

Categories are adapted and used with permission from Rewards & Recognition Program, Massachusetts Institute of Technology.
2019 Making a Difference Staff Award

NOMINATION COVER SHEET

Your Name: ________________________________________________________________

Your Department: _____________________________  Phone: __________________________

Circle One Nomination Category:

ROOKIE AWARD       UNSUNG HERO       SERVING OTHERS       BEHIND THE SCENES

OUTSTANDING LEADER       ABOVE & BEYOND       LEGACY AWARD

Note: The selection committee has the latitude to change the award category if they feel another category is more appropriate.

Tell us who you would like to nominate:

Nominee’s Name : ______________________________________________________________

Nominee’s Department : _____________________________  Job Title : _____________________________

Nominee’s Supervisor : __________________________________________________________

Provide your nomination letter, and up to three (3) one-page letters of support.

Letters of support provided by:

Name:____________________________________Dept.:___________________________________

Name:____________________________________Dept.:___________________________________

Name:____________________________________Dept.:___________________________________

Please attach this cover sheet to your nomination and letters of support and deliver to:

Alumni House – Attn: Jennifer Biekkola, Staff Council Awards or email the complete nomination packet to staffcouncil@mtu.edu.

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