

Staff Recognition Award Program Nomination Form

Name of Nominee:

Employee ID:

Department Name:

Employee Type:

Full-time

Part-time

Requestor's Name:

Award Amount:

Date:

Requestor's Title:

*Amount must be between \$300 and \$5,000,
rounded to the nearest dollar*

For full guidelines, please consult the HR website (<https://offices.depaul.edu/human-resources/compensation/rewards-recognition/Pages/default.aspx>)

Support

The DePaul University Staff Recognition Award Program is designed to reward distinctive and exceptional achievements that go above and beyond an employee's core job duties and significantly contribute to: 1) university and department initiatives, 2) student success or improving the student experience, 3) improving operational efficiency and/or 4) exceptional customer service.

Please use the space below to highlight how the employee has contributed to these objectives:

- Explain how the employee went above and beyond their normal daily duties and performed exceptional work.
- Site the specific project(s) along with: project objective, project time frame, and project team members/areas involved.

If an award is being given to a group of individuals, describe the department or university-wide impact of the project or accomplishment and the significant work required across multiple areas or functions of the university.

Please provide a detailed description below (at least 100 words):