

# Nomination Form – Monthly Staff Recognition Award

Many individuals at USC exhibit constant and dedicated service and make a genuine contribution to the quality of life at the University. To recognize these extraordinary people for their job performance, the Staff Assembly and the Staff Club jointly offer the Staff Monthly Recognition Award, which was instituted at USC in 1986.

The Award is presented to the recipient at the Staff Assembly general meeting. Each recipient receives a check from the USC Staff Club and a framed certificate of appreciation from the Staff Assembly signed by USC President C. L. Max Nikias and the presidents of the Staff Assembly and the USC Staff Club. Public recognition is provided through the Assembled Voice, the Staff Assembly and Staff Club websites, and the Employee Gateway.

## What are the Criteria?

- Current and active benefits eligible staff employed at a minimum of 50% who have not already received this award.
- Demonstration of exemplary job performance including but not limited to:
  1. Dedication and willingness to assist in problem solving beyond their job requirements (i.e., “going the extra mile”);
  2. A positive attitude and generally cheerful disposition;
  3. Sharing of personal expertise to enhance the University environment
  4. Commitment to the USC Code of Ethics

## How to Nominate?

- Complete the form below or obtain from Staff Assembly’s website: [www.usc.edu/org/staffassembly](http://www.usc.edu/org/staffassembly)
- Attach a letter providing all necessary information to support your nomination, addressing the criteria above.
- Ask at least two others to support your nominee by writing a letter of recommendation including specific examples of how the nominee meets the award criteria. At least one letter must come from faculty or staff (a minimum of three letters are required with the form).
- Submit the materials to: [staff.assembly@usc.edu](mailto:staff.assembly@usc.edu)

I nominate the following individual for the monthly Staff Recognition Award (*nominations are held for two years*)

Name	Position
Department	Work Telephone and Email
Supervisor/Department Head	Work telephone and Email

In 25-30 words, please provide a statement about why the nominee is deserving of the monthly Staff Recognition Award. The statement will be used for Staff Assembly communications (eg. websites, newsletter, photo caption).

I am:     Staff             Faculty             Student             Alumni

Submitted by	Date
Campus Address	Mail Code
Campus Telephone	E-mail Address

Names of those providing the required additional two recommendations (additional supporting letters are optional):

Name	is: <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Student <input type="checkbox"/> Alumni
Name	is: <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Student <input type="checkbox"/> Alumni
Name	is: <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Student <input type="checkbox"/> Alumni
Name	is: <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Student <input type="checkbox"/> Alumni