***DEADLINE for all nominations: Friday, September 23, 2016 at 5:00 pm***

**Step 1**: Choose the award. (For information about the awards, visit [Employee Awards](http://fa.oregonstate.edu/main/home/employee-awards).)

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| **AWARD CATEGORIES** (One award per nomination) | Choose an item. |

**Step 2**: Nominator Contact Information

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| --- | --- | --- | --- | --- | --- |
| **Nominator’s First & Last Names** | | | Click or tap here to enter text. | | |
| **Department** | Click or tap here to enter text. | | | **Phone #** | Enter number. |
| **Nominator’s Email** | | Click or tap here to enter text. | | | |

**Step 3:** Nominee (co-worker or colleague) Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Nominee’s First & Last Names** | | | Click or tap here to enter text. | | |
| **Department** | Click or tap here to enter text. | | | **Position** | Enter number. |
| **Supervisor’s First & Last Names** | | | Click or tap here to enter text. | | |
| **Supervisor’s Email** | | Click or tap here to enter text. | | **Phone #** | Enter number. |

**Step 4**: Nomination Narrative

Below, please explain why your nominee is most qualified to receive this award, referring specifically to how they meet the [criteria for the award](http://fa.oregonstate.edu/main/home/employee-awards#Criteria) (approximately 500 words). Be sure to include how the nominee demonstrates commitment to the Division’s values of enhancing diversity and inclusion and promotes a culture of respect in working relationships.

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| Click or tap here to enter text. |

**Step 5**: Nomination Support Information

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| **Supporter’s First & Last Names** | | | Click or tap here to enter text. | | | |
| **Department** | Click or tap here to enter text. | | | | **Phone #** | Enter number. |
| **Supporter’s Email** | | Click or tap here to enter text. | | | | |
| **Supporter’s Connection to Nominee** | | | | Click or tap here to enter text. | | |

Supporting Narrative

In the space below, please enter the narrative received from the person(s) supporting the nomination.

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| --- |
| Click or tap here to enter text. |

**Step 6**: Submit your nomination form either by campus mail or email to Tricia Gerding, Chair-DFA Employee Recognition Committee as follows:

* **Paper document** (label as confidential): Tricia Gerding, AABC-Human Resources, 109 Poling Hall
* **Electronic document**: [tricia.gerding@oregonstate.edu](mailto:tricia.gerding@oregonstate.edu), in the subject line include DFA Employee Recognition Program