

REWARDS & RECOGNITION



Lewis University Students Faculty and Staff

Do you know a faculty or staff member who deserves RECOGNITION? Do you know an employee or work group that has made a difference? If a University employee has positively impacted your life, please take a few moments to tell us about it. Use the attached nomination form to recognize that person or group of people. Tell us why they are a "ROCK STAR".

Deadline: November 2, 2012

To qualify, the individual must be:

- A regular part-time or full-time employee

To nominate an individual employee or team/department, you MUST:

1. List the employee's name, position, and department or the name of the team/department.
 2. Document the reason(s) for nomination.
 3. Submit the nomination form to the Office of Human Resources, either in person or inter-office mail, Box 291. The form can also be dropped in an R&R nomination box found in the cafeterias and other places around campus, faxed to 836-5900 or emailed to misheclo@lewisu.edu.
- One team/department will also be recognized with an award.

Nominee: Team/Department
Individual

Department where nominee is employed:

Reason(s) for nomination: (Please be specific. Successful applications will cite examples and provide explanations.)

This nomination comes from (please check which category):

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> staff member | <input type="checkbox"/> direct supervisor |
| <input type="checkbox"/> student | <input type="checkbox"/> faculty member |

Name of Nominator (optional) :