

**College of Arts and Sciences
University of West Georgia
2010 COAS Outstanding Staff Award
Nomination Form**

Please submit original of this nomination form to:

Electronic version: staffadvcoas@westga.edu or
Hard-copy: Staff Advisory Committee
COAS Dean's Office
TLC Third Floor

Direct all questions to the Staff Advisory Committee at staffadvcoas@westga.edu. If you would like to speak to someone, please email the committee and someone will contact you promptly.

Nominee's Information

Name: _____

Job Title: _____

Department: _____

ADP Employee ID Number: _____ Date of Hire: _____

Campus Email Address: _____ Office Telephone: _____

Nominator's Information*

Name: _____

Affiliation with University (faculty, student, staff): _____

If an employee of UWG, Department: _____

Telephone: _____ Campus Email Address (optional): _____

***You will only be contacted if further information or clarification is needed for the nomination.**

Please rate the nominee's service on the following criteria on a scale of 1 to 5
1=Strongly DISAGREE and **5=Strongly AGREE**:

Criteria	Score
How appropriate was the information provided you regarding your request? (knowledgeable)	
The time taken to respond to your request was within promised parameters. (reliability and commitment)	
Please rank your impressions regarding how courteous you found the person/staff responding to your need. (positive attitude/behavior)	
Please rank your impressions regarding how helpful the person(s) was in facilitating your request.	
The nominee uses personal initiative to address unique and common issues.	

Please provide any additional information or comments as to why this person should be nominated for the Outstanding Staff Award. Evidence to support the nomination may take many forms. Some examples include a specific task or project completed extraordinarily well; innovations that significantly enhance the work environment, increase productivity, or result in cost savings; or sustained performance of the highest caliber over an extended period of time.