



Clerical-Technical Recognition Award
Thomas & Concettina Giozzo Endowment Fund

NOMINATION FORM

Directions: Complete this nomination form and submit (preferably electronically - PDF) with a minimum of two support letters (maximum five) from MSU Colleagues by **5 d'a ", June 1, 2012,** to CT Recognition Award Selection Committee, ServiceAwards@hr.msu.edu. If unable to submit electronically, please send to: Room 120 Nisbet Building. Additional information may be included if it supports the applicant's nomination.

Nominee's Name: _____

Nominee's Department: _____ Position: _____

Nominee's Work Address:/Phone: _____

Nominee's Supervisor (if known): _____

Your Name: _____ Department: _____

Work Address/Phone: _____

E-mail Address: _____

Your Employee Group (check one):

APSA APA CT FOP 1585 999 324 274 Nurses Non-Union Other

Describe the nominee's job duties: _____

Please attach additional pages describing the nominee's accomplishments in the four rating categories listed below using specific examples. Selection of the award recipient is based on the nomination and support letters.

1. Respect of their peers and continuous diligence in attending to their daily responsibilities.
2. Concern for students, faculty, staff, and colleagues in their respective units, particularly (but not limited to) those assisting overseas U.S. students and faculty, international students, international faculty, etc.
3. Extraordinary and significant contributions to the community or public service.
4. Innovative thinking in facilitating unit tasks and responsibilities.