2019-2020
Jack Breslin
Distinguished Staff Awards

Nomination Deadline:
October 17, 2019
NOMINATION FORM

• Complete the following nomination form. Type or print the nomination form in black ink. Attach additional sheets if necessary.

• Inclusion of up to three letters of support will be accepted.

• Please do not notify the nominee of the nomination.

• For assistance or questions regarding the form or process, please call 517-353-4434.

• Submit a complete set of the nomination form and attachments by 5 p.m. on October 17, 2019 to:

  Jack Breslin Distinguished Staff Awards Selection Committee
c/o MSU Human Resources
1407 S. Harrison Road
Room 110 Nisbet Building
E. Lansing, MI 48823

  OR

• Email serviceawards@hr.msu.edu with a complete nomination form and attachments by 5 p.m. on October 17, 2019.

Selection Process Notes

• Individuals may be nominated by any member of the university community (co-worker, supervisor, faculty or student). Nominations by co-workers are encouraged.

• A nominee must be a regular, active employee with at least five years service to Michigan State University in a support staff position.

• Eligible support staff employee groups are APSA, APA, CT, CCLP, 1585, 999, 324, 274, Nurses and Non-Union. Temporary employees, past recipients and current selection committee members are not eligible.

• Distinctive achievement in each of the four rating categories will constitute the strongest case for selection. The selection committee will be cognizant, however, of particularly outstanding achievement in any one area.

Nominee’s Name: ____________________________________________

Nominee’s Department: __________________________ Position: __________________________

Nominee’s Work Address/Phone: __________________________ Email address: __________________________

Employee Group:   APSA    APA    CT    CCLP    1585    999    324    274    Nurses    Non-Union

Nominee’s Supervisor: __________________________ Phone number: __________________________

Your Name: __________________________ Department: __________________________

Work Address/Phone: __________________________ Email address: __________________________

Home Address/Phone: __________________________

Your Employee Group: __________________________

Please describe nominee’s job duties: __________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
NOMINEE’S ACCOMPLISHMENTS

Please describe the nominee’s accomplishments in the four rating categories listed below, using specific examples. Use additional pages if necessary.

1) Excellence in overall job performance “above and beyond what is expected.”
2) Outstanding interpersonal skills and working relationships.
3) Contributions to the department that lead to efficiency, effectiveness or other improvements.
4) Contributions to the university (committees, outreach, projects or other efforts).