

**MVCC EXCELLENCE AWARD
NOMINATION FORM
-CLASSIFIED SERVICE-**

CANDIDATE CHARACTERISTICS

Individuals nominated for this award must meet all prescribed eligibility criteria and must fulfill – and preferably surpass – associated selection criteria. Candidates must be individuals of achievement, committed to MVCC, respected by the campus community and worthy of emulation by MVCC colleagues and students.

GENERAL ELIGIBILITY

Nominees for most MVCC Excellence Awards must have completed three years of full-time appointment prior to the year of nomination. Individuals serving in part-time, or any qualified academic rank such as adjunct, clinical, or visiting capacities are not eligible for this award.

RESTRICTIONS

Other conditions that preclude nomination are:

- Previous Excellence Award winners in this category.
- Previous Excellence Award winners within past five years in any other category.
- Chief campus office holders (President , VPs, & Assoc. VP).
- Posthumous nominations are ineligible.

NATURE OF SCHOLARSHIP & CREATIVE ACTIVITIES

This award recognizes superior performance and extraordinary achievement by an employee in the Classified Service. It demonstrates the College’s commitment to individuals who provide superior service to its students and the community at large.

SPECIAL ELIGIBILITY

Nominee must have completed at least three (3) years of continuous, full time permanent service in the Classified Service position for which they are nominated. All other general eligibility requirements documented above pertain.

SELECTION CRITERIA

1. The nominee must be an individual who has continuously demonstrated outstanding achievement, skill and commitment to excellence in fulfilling the job description for the position held.
2. The nominee must also demonstrate excellence in activities beyond the scope of the job description. The ideal candidate will demonstrate creativity and flexibility in performing his or her position to meet campus needs. Special consideration will be given to employees who consistently provide exemplary customer service to students, staff, patients and other members of the campus community.

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NOMINEE:

SUBMITTED BY:

Please address all items on this form to the best of your knowledge. Feel free to expand this form as if you need additional space.

1. List up to five examples which best demonstrate how the nominee excels in their present position.

1.
2.
3.
4.
5.

2. List up to five examples which show how this nominee demonstrates flexibility/creativity on campus.

1.
2.
3.
4.
5.

3. List up to five examples supporting how this nominee demonstrates exemplary customer service.

1.
2.
3.
4.
5.

**RETURN COMPLETED FORM BY February 16, 2018 TO:
Gloria Karol, PH 305, gkarol@mvcc.edu**