

# College of Agriculture Business Office Service Award

## Nomination Form

The purpose of the College of Agriculture Business Office Service Award is to recognize the significant efforts of business office staff members who consistently exert effort above and beyond to help accomplish the College's strategic goals. A cash award will be given each year to a staff member in each classification at the annual spring appreciation gathering.

- Exempt A/P
- Non-Exempt A/P
- Clerical

Criteria to be used when selecting the recipients are:

- Nominees must be a regular business office staff member
- Employed within the College of Agriculture at least 12 months
- Can be nominated by any faculty, staff or student at Purdue University

Nominees of the Business Office Service Award should exhibit the following qualities, traits and characteristics. Specific examples are vital to a strong nomination.

- Must be leaders in their offices and serves as a role model in fostering cooperation and teamwork
- Must be a resource to their colleagues and partners in problem solving
- Performance is of high quality and they push the boundaries of their job

<u>Nominee Information</u>		<u>Nominator Information</u>	
Name	_____	Name	_____
Position	_____	Position	_____
Department	_____	Department	_____
		Phone No.	_____
		Email	_____

The nomination may be submitted on this form, in a letter, memo or email. Please cite specific examples:

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Send nomination form and letter of recommendation to Cherise Hall ([cherise@purdue.edu](mailto:cherise@purdue.edu)) Room 005, AGAD by Thursday, April 30, 2015.