



Michigan Tech

2016

Making a Difference Staff Awards

Nominate a deserving colleague today!

See accompanying nomination criteria, instructions and nomination cover sheet. Additional forms are available at www.mtu.edu/staffcouncil. Please contact Jennifer Biekkola at 7-1056 or staffcouncil@mtu.edu with any questions.

Award Categories include:

Above & Beyond
Rookie Award
Serving Others
Bringing Out the Best

Creative Solutions
Unsung Hero
Outstanding Supervisor

NOMINATION CRITERIA

Eligibility: All regular full-time and part-time staff are eligible. Award recipients receive \$500. Past recipients are not eligible again until five years after their award year, and are listed on the Staff Council website at www.mtu.edu/staffcouncil.

Nomination Criteria: Nominations must be no more than two single-spaced pages. Nominators should prepare a letter that provides specific examples of the nominee's accomplishments.

Winners will be chosen based on examples of the category criteria.

Statements of Support Criteria: We recommend nominators collect up to three letters of support from other colleagues, clients and members of the community to strengthen their nomination.

Deadline: Nominations must be received at the Alumni House, to Jennifer Beikkola, by 5 pm on Friday, November 11, 2016 or email the **complete nomination packet** to staffcouncil@mtu.edu.

Nominations received after the deadline will not be considered.

Awards Reception: Nominees will be celebrated and recipients will be announced at an afternoon reception on January 4, 2017 at 2:00 PM in the Memorial Union Ballroom A.

Categories are adapted and used with permission from Rewards & Recognition Program, Massachusetts Institute of Technology.

AWARD CATEGORY CRITERIA

Rookie Award:

- ★ Employee has been at Michigan Tech for 2 years or less
- ★ Has made an impact in a short amount of time
- ★ Quickly became a valuable member of the team
- ★ Has a demonstrated understanding of the goals/mission of the department/area/division
- ★ Meets all challenges and tasks with a positive attitude

Unsung Hero:

- ★ Takes initiative without being prompted and without fanfare
- ★ Is a positive and steady presence
- ★ Demonstrates exceptional reliability
- ★ Always willing to help when and where needed
- ★ Shows an unrelenting commitment to their role

Serving Others:

- ★ Maintains a high quality of service to University customers: faculty, staff, students, alumni, and community members
- ★ Has a positive attitude
- ★ Fosters positive and productive client & colleague relationships
- ★ Genuine desire to serve others without the need for fanfare
- ★ Volunteers time and effort to help others

Bringing Out the Best:

- ★ Invests time and effort into coaching and mentoring colleagues
- ★ Supports and encourages others
- ★ Inspires others
- ★ Fosters a positive work environment and relationships
- ★ Can find the “silver lining” in any situation

Outstanding Supervisor:

- ★ Creates a positive and motivating work environment
- ★ Encourages personal and professional development
- ★ Recognizes employees for their contributions
- ★ Supports work-life balance
- ★ Responds well under pressure (grace under fire)

Creative Solutions:

- ★ Engages in collaborative problem solving
- ★ Improves efficiency and promotes continuous improvement
- ★ Takes a proactive & innovative approach to finding solutions
- ★ Finds and implements ways to make a difference
- ★ Thinks “outside the box”

Above and Beyond:

- ★ Exhibits a high level of commitment
- ★ Consistently goes above and beyond their job requirements
- ★ Always willing to help out when and where needed
- ★ Takes initiative and shows dedication
- ★ Exceeds expectations on a regular basis



Michigan Tech

2016 Making a Difference Staff Award

NOMINATION COVER SHEET

Your Name: _____

Your Department: _____ Phone: _____

Circle One Nomination Category:

ABOVE & BEYOND ROOKIE AWARD SERVING OTHERS CREATIVE SOLUTIONS

BRINGING OUT THE BEST UNSUNG HERO OUTSTANDING SUPERVISOR

Note: The selection committee has the latitude to change the award category if they feel another category is more appropriate.

Nominee's Name _____

Nominee's Department _____ Job Title _____

Nominee's Supervisor _____

Statements of support provided by:

1. Name _____ Dept. _____

2. Name _____ Dept. _____

3. Name _____ Dept. _____

Please attach this cover sheet to your nomination and letters of support and deliver to:
Alumni House – Attn: Jennifer Biekkola, Staff Council Awards or email the **complete nomination packet**
to staffcouncil@mtu.edu.

Nomination Deadline: 5 pm on Friday, November 11, 2016

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