



Michigan Tech

2017

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. Letters should be no longer than one single spaced page.

Deadline: Nominations must be received at the Alumni House, to Jennifer Beikkola, by 5 pm on Friday, November 10, 2017 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 10, 2018 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

2017 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 10, 2017

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