Call for Nominations: 2017 Outstanding Service Award
For Civil Service Employees of Northern Illinois University

The NIU Outstanding Service Award is presented each year to recognize individual civil service employees who demonstrate outstanding service and who make significant contributions to the university and to their community. Up to four (4) awards are presented at the annual Operating Staff Service Awards Luncheon in the spring, along with a $1,500 award (considered taxable wages).

Who is eligible for this award?
- Nominees must be full- or part-time status civil service employees who have been continuously employed at Northern Illinois University (NIU) since February 1, 2011, or before.
- Employees who were laid off, on leave, or hold fewer than twelve-month positions are eligible.
- Employees who will retire before July 1, 2017 are also eligible.
- The award may only be received once by an employee. A listing of past recipients can be found at: www.niu.edu/osc/serviceaward and clicking on the “Past Recipients” link.

What are the nomination criteria?
- Nominees are evaluated on ways in which he or she performs above and beyond the expectations of the nominator in the following areas:

  **On the Job** (40% of evaluation)
  - Displays abilities that are above and beyond the expectations of the nominator in the duties associated with his/her position.

  **Within the University** (40% of evaluation)
  - Demonstrates effectiveness that is above and beyond expectations of the nominator in interacting with members of the University community and/or makes contributions to the university.

  **Within their Community** (20% of evaluation)
  - Makes contributions or actively participates in his or her community.

How do I nominate an employee for this award?
1. Complete the nomination form (attached or available at www.niu.edu/osc/serviceaward.)
2. Provide one (1) letter of nomination and two (2) additional letters supporting the nomination based on the criteria listed above. Please make sure ALL three nomination criteria are addressed. Please give specific examples. You are encouraged to ask your nominee to supply further information if needed.
3. Current or retired NIU employees are eligible to write a letter. One of the letters may be from a non-NIU employee. Additional letters will not be reviewed.
4. The nomination form, nomination letter, and the two letters of support should be typed or written/printed legibly.
5. The complete nomination package (nomination form, one nomination letter, and two letters of support) must be received all at once – not separately. Incomplete nomination packages will not be considered.
6. If more than one nomination packet is submitted for the same employee, only the first nomination packet received will be reviewed.

The deadline for nominations is 4:30 p.m. on Friday, February 17, 2017
Operating Staff Outstanding Service Award
Northern Illinois University

2017 Nomination Form

Nominee

Name ____________________________________________________________

Department _________________________________________________________

Phone # _____________________ E-Mail ______________________________

Nominated by

Name ____________________________________________________________

Department _________________________________________________________

Phone # _____________________ E-Mail ______________________________

Two (2) Letters of Support

Letter #1: __________________________________________________________

Department _________________________________________________________

Letter #2: __________________________________________________________

Department _________________________________________________________

Send or deliver complete nomination packages to:

Human Resource Services
Attn: Outstanding Service Awards Selection Committee

The deadline for nominations is 4:30 p.m. on Friday, February 17, 2017

Office Use Only: (To Be Completed By Human Resource Services)

Verify eligibility ________ Total years of service ________ Classification ________________