

# Call for Nominations: 2021 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. Nominations may be submitted by any current or retired employee of NIU, self-nominations are also welcome. Up to four individuals will be selected annually to receive the award which includes \$1,500 (considered taxable wages) and a plaque. The awards will be presented in the spring.

## Who is eligible for this award?

- Nominees must be full- or part-time status civil service employees with continuous employment at Northern Illinois University (NIU) since February 1, 2014, or before, and must currently hold a civil service position. This includes employees who have switched from SPS to Civil Service.
- Employees who were laid off, on leave, or hold fewer than twelve-month positions are eligible.
- Employees who will retire before July 1, 2021 are also eligible.
- The award may only be received once by an employee. (This includes employees who received the SPS award.) However, an employee can be nominated, or nominate themselves again if they did not receive the award. A listing of past recipients can be found at [www.niu.edu/osc/serviceaward/](http://www.niu.edu/osc/serviceaward/) and clicking on the “Past Recipients” link.

## What are the nomination criteria?

Nominees are evaluated on ways in which they perform above and beyond expectations in the areas listed below. Nomination letters should indicate and differentiate between contributions which are directly job-related and contributions that go above and beyond the nominee’s regular responsibilities. **Please make sure ALL three nomination criteria are addressed and give specific examples.** You are encouraged to ask your nominee to supply further information if needed.

### *On the Job* (40% of evaluation)

Displays abilities that are **above and beyond** the regular duties associated with their 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 their community.

## How do I nominate an employee or myself for this award?

1. Complete the PDF-fillable nomination form (attached or available at [www.niu.edu/osc/serviceaward/](http://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. 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.
3. The complete nomination package (nomination form, one nomination letter, and two letters of support) must be received all at once in one PDF file – not separately. Incomplete nomination packages will not be considered. Email the PDF to the address on the nomination form. The nomination form, nomination letter, and the two letters of support should be typed or written/printed legibly.
4. 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 February 5, 2021**

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For Civil Service Employees of Northern Illinois University**

**Operating Staff Outstanding Service Award  
Northern Illinois University  
2021 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 \_\_\_\_\_

**Completed nomination packages should be sent as a single PDF file to:**

[OOSAwards@niu.edu](mailto:OOSAwards@niu.edu)

**The deadline for nominations is 4:30 p.m. on February 5, 2021**

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

Verify eligibility \_\_\_\_\_ Total years of service \_\_\_\_\_ Classification \_\_\_\_\_