

## **EMPLOYEE EXCELLENCE AWARDS** **NOMINATION FORM**

**Eligibility Requirements:** Any ORU/UBI staff member who has been employed for more than 3 months (omit positions at a Director level or above) and exhibits extraordinary behavior.

**Examples of Employee Eligibility Criteria:**

- Employee(s) who exhibited significant behavior that prevented or reduced problems from occurring
- Employee(s) who practiced excellent service skills restoring customer satisfaction
- Employee(s) who contributed cost saving ideas for the university or customer
- Employee(s) who demonstrated outstanding problem solving and resolution skills
- Employee(s) who initiated and/or implemented methods of simplifying processes
- Employee(s) who sustained a high level of productivity and consistent quality of work
- Employee(s) who demonstrated a high degree of initiative in the performance of responsibilities

Return this form and supporting documentation to: Human Resources Dept. at [HR@oru.edu](mailto:HR@oru.edu) or fax to 918-495-7563.

**I am recommending \_\_\_\_\_ for this award.**

**This employee works in the \_\_\_\_\_ department.**

Nominations may be submitted by staff, faculty, or students. Nominations may be submitted in writing or email with supporting documentation as appropriate.

Submitted By: \_\_\_\_\_  
(your signature for a hard copy or email from your ORU email account) (your phone #)

Your name printed: \_\_\_\_\_

**Include specific examples that demonstrate the eligibility criteria above (provide supporting documentation below or on an additional page):**

