

SERVANT 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.

Staff who excel in Servant Excellence are those who:

- exhibit significant behavior that prevent or reduce problems from occurring
- practice excellent service skills restoring customer satisfaction
- communicate effectively while interacting with and serving others
- contribute cost saving ideas for the university or customer
- demonstrate outstanding problem solving and resolution skills
- initiate and/or implement methods to simplify processes
- sustain a high level of productivity and consistent quality of work
- demonstrate a high degree of initiative in the performance of responsibilities

Return this form and supporting documentation to: Human Resources at 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 Servant Excellence (provide supporting documentation** below or on an additional page).**

