

EMPLOYEE EXCELLENCE AWARDS PROGRAM NOMINATION AND SELECTION PROCESS

Purpose: To acknowledge and express appreciation for outstanding service by staff at Oral Roberts University and University Broadcasting. Maximum funds allotted this year: \$2,500.

Criteria: Employees exhibiting significant behavior that prevents or reduces problems from occurring, those practicing service skills to restore customer satisfaction, interacting with and serving others, those who have contributed cost saving ideas for the university or customer, or those communicating effectively while interacting with and serving others.

Eligibility: To be eligible for the Excellence Award, an employee must have been employed for at least 3 months. Positions above a Director level will be omitted from the pool. Recipients from the preceding year will also be omitted.

Nomination Process: Nominations may be submitted by faculty, staff, or students. Nominations should be submitted in writing (or email), with supporting documentation as appropriate. The documentation submitted must be relevant to the nomination. Nominations may include endorsements from other employees or work-related individuals who are qualified to assess nominee's performance. The attached nomination form must accompany the supporting documents and be submitted to Human Resources or emailed to HR@oru.edu.

Selection Process: All nominations will be reviewed by the Employee Excellence Awards Committee. The committee will rank the nominations and select up to five recipients. Please note that the employee's most recent performance evaluation must be satisfactory in order to win an award. Information and nominations discussed in the committee meetings will remain confidential. The committee chair will submit the names of the award recipients and corresponding documentation to the Director of Human Resources for processing.

Committee Selection and Meetings: Each Vice President/Executive Vice President will designate one key person from any of their areas as a committee member. A member of the Human Resources Dept. will chair the committee meeting. Committee members will meet one or two times each year to determine and select up to five award recipients. One meeting will be on or about September 8th.

Notification: Awards will be announced on this year during the Employee Service Awards Ceremony.

EMPLOYEE EXCELLENCE AWARDS

NOMINATION FORM

Eligibility Requirements: Any ORU or UBI staff member who has been employed for more than 3 months (omit positions above a Director) 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

Return this form and supporting documentation to: Human Resources Dept. at HR@oru.edu or fax to 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) _____ (your phone #)

Your name printed: _____

Include specific examples that demonstrate the eligibility criteria above (provide supporting documentation):

[illegible]