

Nominations are currently being sought for the Stephen W. and Robert E. Roberts Memorial Staff Award. This year the award will be presented to an **exempt employee** who meets the criteria listed below. Nominations will be accepted in **September 22, 2016**.

Please submit the attached nomination form to Center for Learning and Professional Development, by mail at MSC 3TD, Attn: Greg Smart or via email at training@nmsu.edu or gsmart@nmsu.edu.

Established in 1983, an annual cash award is provided from the Stephen W. and Robert E. Roberts Memorial Endowment fund in recognition of dedicated, outstanding service to the university. The NMSU Employee Council has the final responsibility for the selection of the recipient for this award.

Eligibility criteria for nominees: 1) Non-faculty status and not a member of either Administrative Council or Academic Dean's Council. 2) Five or more consecutive years of service with the university. In addition, the following traits are desirable for employees to become nominees for this award:

- A highly motivated person who is a self-starter.
- A person who exhibits dedication to the university.
- A person who will remain at the university after receiving the award and serve to influence others through behavior that exemplifies sincerity, motivation, and dedication.
- A person who not only performs a specific job, but who serves the university and community as a responsible citizen.

The form below has been developed by a committee of the NMSU Employee Council to assist administrative units in selecting worthy nominees for this fine award.

NOMINATION FORM
STEPHEN W. and ROBERT E. ROBERTS
MEMORIAL STAFF AWARD

Name of Nominee _____ Years of Service _____

Agency/Department _____

Name of Person Submitting Nomination _____

Please complete this form, describing examples of nominee's work-related performance that exceeds expectations and is worthy of recognition.

I. JOB PERFORMANCE

Specify how nominee takes initiative and exhibits dedication, reliability, and dependability; meets deadlines; takes responsibility; balances quality and quantity of work.

II. JOB KNOWLEDGE

Examples: demonstrates knowledge of job requirements, skills, techniques, and procedures; keeps current on changes in technical knowledge; expands knowledge of job and how it relates to other jobs.

III. HUMAN RELATIONS

Examples: acts as part of a team, practices two-way communications, leads by example, develops subordinates, pleasant with other employees, students, and the general public.

IV. ORGANIZATIONAL SKILLS

Examples: recognizes problems, analyzes causes or problems, generates alternative approaches, establishes work priorities, handles pressure, evaluates results, and organizes people and materials to reach goals.

V. SERVICE

Examples: of service and citizenship in the university and community.

COMMENTS

You may wish to describe noteworthy accomplishments or exemplary behavior demonstrated by the nominee in performing his or her assigned tasks.

Please return the completed form by **September 22, 2016** to:
Center for Learning & Professional Development, MSC 3TD, Attn: Greg Smart
OR via email at training@nmsu.edu or smart@nmsu.edu