



### Individual Nomination Form

#### Administrative Services Division Outstanding Individual Performance Award

Date:

Person making recommendation (name):

Department and position:

Person (name) who is being nominated:

Position:

Please state what, in your opinion, this person has done that should be recognized for outstanding performance and achievement. See the back of this form for criteria. Please limit your comments to this form only. Employees may only receive the Outstanding Individual Performance Award once every two years.

\_\_\_\_\_  
Signature (person making recommendation)

” I agree with the above statement.

\_\_\_\_\_  
Signature (department director/manager)

Nomination Forms will be annually reviewed and awardees selected by the Rewards and Recognition Committee. Nominations are due April 30th.

**When complete, send this form to the Office of the VP of Administrative Services, M/C 1006.**

## **What Makes a Top Performer?**

**What employees and managers at WSU feel make an outstanding employee:**

- Outstanding communication skills
- Terrific flexibility
- Great problem solver
- Great problem preventer
- Safety advocate
- Outstanding effort
- Very responsible
- Very reliable
- Goes the extra mile
- Great customer service
- Self-starter
- Very productive

**If you take all of these skills and apply them to our performance review (PREP) criteria, this would be your outstanding performer:**

- Outstanding job knowledge
- Outstanding quality
- Outstanding self-management
- Outstanding community and teamwork (interpersonal relations)
- Outstanding leadership