**SEAS Staff Rewards and Recognition Program Nomination Form**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>Title</td>
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</tbody>
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**Time Covered**  January 2015 through December 2015

Section 1: PRIMARY DUTY RESPONSIBILITIES

Section 2: LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:
(15 LINES MAX—DOES NOT INCLUDE HEADINGS) 6-10 PT SCORING SCALE
- Use only bullet format; DO NOT place additional bullets/info in space besides headers.
- The acceptable format is: Action, Result, Impact

Section 3: SIGNIFICANT SELF-IMPROVEMENT:
(4 LINES MAX—DOES NOT INCLUDE HEADINGS) 6-10 PT SCORING SCALE

Section 4: OTHER CONTRIBUTIONS:
(4 LINES MAX—DOES NOT INCLUDE HEADINGS) 6-10 PT SCORING SCALE

Print Nominator’s Name:  Nominator’s Signature:

Print Supervisor or Chair’s Name:  Supervisor or Chair’s Signature: