

UNIVERSITY *of* NORTH CAROLINA

PEMBROKE

Any permanent (SHRA or Exempt Professional Staff [EPS], formerly TIER II and IRIT) employee categorized as administration or professional is eligible to be nominated for the University Awards for Excellence. A written recommendation should be attached to this completed form and returned to Sheila Hardee, Human Resources Consultant in the Office of Human Resources. **Please limit your written recommendation to two (2) pages, minimum of 350 words.** Nominees should have made major contributions reflecting credit on themselves and UNC Pembroke service. The services or accomplishments must be so outstanding that special recognition is justified.

Qualifications for award recipients are:

- Must be a permanent UNC Pembroke employee (SHRA or EPS employee who does not hold faculty rank).
- Nominees must have no documented disciplinary actions against them within the preceding eighteen (18) months from date of issuance or have no active disciplinary actions pending
- All nominations must be approved by the employee's supervisor for submission

Recommendations should address any of the following eligibility criteria that may apply:

- **Customer Service** – Provided exceptional service that left the customer fully satisfied with their experience. Exceeded expectations to meet the needs of the customer and added value to the customer experience.
- **Efficiency and Innovation** – Improved the efficiency of state government services. Established new and/or improved methods, practices, plans or designs resulting in innovation, savings and/or efficiencies. Initiated fruitful study and investigation or has successfully established new and outstanding methods, practices, plans or designs (such as pioneering or research and development work in administration, engineering, productivity, agriculture, medicine, natural resources, the social sciences, etc.). This is an ideal area to nominate an employee who has thought of and implemented an employee suggestion that has proven successful.
- **Human Relations** – Made outstanding contributions toward enhancing the quality and morale of the workplace or creating a better public image of State government (such as positive personal interaction with other employees; public awareness; working on relations internally within an agency; or collaboration between different agencies).
- **Outstanding State Government Service** - Exhibited unselfish devotion to duty above and beyond normal requirements and has contributed significantly to the advancement of service to the citizens of North Carolina.

- **Public Service** – Made outstanding contributions by participating in or implementing community and public service projects (such as volunteering with various non-profit organizations).
- **Safety and Heroism** – Demonstrated outstanding judgment or courage in an emergency, voluntarily risking his/her life, or exhibited meritorious action to prevent injury, loss of life or prevented damage to or loss of property.
- **Spirit of North Carolina*** – Exemplified the state motto “To be, rather than to seem.” Mentored others in the pursuit of excellence. Served as an ambassador for the State of North Carolina. This special award is reserved for exceptional circumstances and for accomplishments and achievement of the highest caliber.

Nominee’s Name _____ **Work Phone** _____

Name of Division/Department _____ **Position** _____

SHRA **EPS** **Category Nominated:** Select _____

Supervisor’s Name _____ **Work Phone** _____

Supervisor’s Signature _____

Nominator’s Name/Title _____ **Work Phone** _____

Relationship to Nominee _____ **Date** _____

Please submit this form to the Office of Human Resources, Attn: Sheila Hardee, Lumbee Hall Room 354.