

Nomination Form
Helena College University of Montana
EMPLOYEE EXCELLENCE AWARD 2024

Nominations must be received by the Employee Recognition Selection Committee **no later than Friday, April 12, 2024.**

Name of Nominee:

Nominee's Title or Position:

Your Name:

Your Title or Position:

On the attached page (page 2), please describe why you believe your nominee deserves to receive Quality of Work Life's 2023-2024 Employee Excellence Award. As you provide this information, please keep in mind the following list of competencies and incorporate them or others into your description as applicable. Thank you! A Rubric is attached for **viewing purposes only** as nomination criteria.

Dedication:

- Demonstrates commitment to the mission of Helena College and the goals of the program/department for which the employee works.

Reliability & Resourcefulness:

- Demonstrates actions that provide service to Helena College's audiences, including students, staff, faculty, and the general public.
- Demonstrates the ability to produce long-term solutions to resolve problems in a professional, timely, cost-effective, practical fashion through appropriate communication and compliance with relevant rules, regulations, and policies.

Attitude:

- Demonstrates commitment to effective internal and external communication, service- and solution-oriented thinking, and clear, understandable, timely communication.

Overall Contribution to Program/Department's Effectiveness & Efficiency:

- Demonstrates efforts to improve program functioning; streamline program activities in order to increase productivity; and successfully balances competing demands and priorities to achieve significant program/department goals.

Nomination forms (this page and Page 2) must be received by the Employee Recognition Selection Committee **no later than Friday, April 12, 2024.**

Please submit to:

Employee Recognition Selection Committee

c/o

Melanie Heinitz at melanie.heinitz@helenacollege.edu

NOMINEE DESCRIPTION

Please use the space below to describe why you believe your nominee deserves to win Helena College's 2023-2024 Employee Excellence Award. **Please be as detailed as possible and provide specific examples that relate to the individual's work at Helena College.** *Your nomination will be shared with the nominee after the award has been announced. Please note if you do not want your nomination shared with the nominee. Thanks!*

Employee Excellence Award Rubric Template

NOMINEE (first & last name)

DATE

RUBRIC	SCORE
Expectation: Very Strong	4
Expectation: Strong	3
Expectation: Adequate	2
Expectation: Minimal	1
Expectation: Not evidenced	0

SCORING SCALE	TOTAL
EXCEPTIONAL	25-28
STRONG	21-24
MINIMUM	14-20
MINIMUM NOT MET	0-15

CRITERIA	4	3	2	1	0
Demonstrates commitment to the mission of Helena College and the goals of the program/department for which the employee works.					
Demonstrates actions that provide service to Helena College's audiences, including students, staff, faculty, and the general public.					
Demonstrates the ability to produce long-term solutions to resolve problems in a professional, timely, cost-effective, practical fashion through appropriate communication and compliance with relevant rules, regulations, and policies.					
Exemplify the kind of employee we recognize as an outstanding role model. They consistently go above and beyond the norm.					
Demonstrates commitment to effective internal and external communication, service- and solution-oriented thinking, and clear, understandable, timely communication.					
Demonstrates efforts to improve program functioning; streamline program activities in order to increase productivity; and successfully balances competing demands and priorities to achieve significant program/department goals.					
COLUMN TOTALS	0	0	0	0	0
TOTAL SCORE					

Qualification for Nominee	0 = yes / 4 = no
Nominee has received the EEA award in the past 4 years = 0 points. No award in the past 4 years = 4 points	
Total Score	0

ADDITIONAL COMMENTS