

President's Employee of the Year Award Nomination Form

[1]

This award is presented to one system administration employee in recognition and appreciation of exceptional job performance, and includes a \$1000 cash award.

What do you need to nominate an employee for this award?

- Verify eligibility:
 - The nominee is a classified or university staff employee, who has been employed with the university for a minimum of a year. (Temporary employees, student workers, university officers, and staff council nomination committee members are ineligible for this award.)
 - You are a staff member, faculty or student who has first-hand knowledge of the nominee's performance. The nominee's supervisor and department head must provide written approval of the nomination by signing the nomination letter.
- In your letter, describe the accomplishments that qualify the employee to be considered for the President's Employee of the Year Award. Considerations for nomination include: job performance, customer service, teamwork, leadership, and/or initiative. It should be as comprehensive as possible, citing specific examples for your nomination. You may utilize the **Scoring Rubric** [2] to help complete the qualifications.
- **Nominations are closed for the 2025 award.**

Source URL: <https://www.cu.edu/ssc/forms/president%E2%80%99s-employee-year-award-nomination-form>

Links

[1] <https://www.cu.edu/ssc/forms/president%E2%80%99s-employee-year-award-nomination-form>

[2] <https://www.cu.edu/doc/presidents-employee-year-awardrubricpdf>