

Employee Recognition Nomination Form

Please complete this form by sharing your comments about the experience you had with the employee(s) that demonstrated the individual or team’s outstanding work and commitment to providing excellent service. **Staff, Faculty, Temporary Staff, and Work Study Students are eligible to be nominated.**

REQUIRED: Check One Award Category Below

Above and Beyond Award

Recognizes an employee, team, or department who shows the most initiative and desire to go above and beyond their normal responsibilities and duties. This award goes to the person who best exemplifies the phrase “team player”.

Award Criteria:

Did the employees’ action benefit student and/or campus positively?

Did employees’ actions align with NMSU Grants’ mission, vision, and Value?

Shout-Out Award

Recognizes an employee, team, or department for constantly doing their absolute best and reminding them how much you appreciate their time and effort.

Please submit nomination form to:

janieg61@nmsu.edu

Reason for Nominating:

Employee(s)/Team You Are Recognizing

Name(s): _____ Date: _____
Title: _____ Department: _____

Your Information

Name: _____ Date: _____
Title: _____ Department: _____
Phone Number/Email: _____

Committee Section Only

Committee Notes: