

# President's Staff Award: Outstanding Employee

Deadline: Thursday, July 18, 2024, by 11:59pm

**Instructions:** Employees nominated for this award shall demonstrate outstanding characteristics in the categories listed below and meet eligibility criteria (see <https://www.csusb.edu/human-resources/current-employees/recognition>). Complete the sections below (type or print clearly). Please give specific, concise examples of how this nominee demonstrates each category listed below (limit to 250 words per category).

<b>Employee's Full Name:</b>	<b>Employee's Campus Email Address:</b>
<b>Employee's Job Title, Department, and Division:</b>	

<b>CATEGORIES</b>	<b>SPECIFIC, CONCISE EXAMPLES (please limit to 250 words per category)</b>
<b>Dedication:</b> Describe the employee's commitment to the department, division, and/or University. Reference specific examples of the employee's reliability and loyalty.	
<b>Job Performance:</b> Describe the employee's level of expertise, job knowledge, and skills in their position. Cite examples that capture the employee's effectiveness in their position/role.	

**Employee Name:** \_\_\_\_\_

<p><b>Service:</b> Describe the employee's attitude and behavior toward providing service to others in the department, division, and University. Include specific examples of their relationship with students, Faculty, and co-workers.</p>	
<p><b>Diversity and/or Community Outreach:</b> Describe the employee's efforts in promoting, enhancing, and sustaining a diverse work environment and participation in some form of University or community activities.</p>	

<p><b>Name of individual submitting form:</b></p>	<p><b>Campus Phone Number and Campus Email Address:</b></p>
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**Others who support this nomination (Optional and Highly Recommended):**

<p><b>Full Name:</b></p>	<p><b>Campus Email Address:</b></p>	<p><b>Campus Phone Number:</b></p>
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<p><b>Full Name:</b></p>	<p><b>Campus Email Address:</b></p>	<p><b>Campus Phone Number:</b></p>

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**To Be Completed by PSA Coordinators Only**

Confirm Receipt of Nomination  Yes, Date: \_\_\_\_\_

Date Received: \_\_/\_\_/\_\_\_\_