

# President's Staff Award: Outstanding Employee

Deadline: Monday, June 30, 2025, 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 &amp; Coyote ID (if available):</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 their department, division, and/or University. Please be specific.	
<b>Job Performance:</b> Describe the employee's qualitative and quantitative abilities. Include examples that showcase their initiative and adaptability.	

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

<b>Service:</b> Describe the employee's attitude when interacting and collaborating with other campus stakeholders. Include specific examples of their relationship with Students, Faculty, and colleagues.	
<b>Collegiality &amp; Civility:</b> Describe the employee's efforts in promoting, enhancing, and sustaining a civil and collegiate work environment and their participation in some form of University or community activity.	

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

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

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**To Be Completed by PSA Coordinators Only**

**Date Nomination Received:** \_\_\_\_\_

**Date Confirmation Sent:** \_\_\_\_\_