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| “The Voice of University Employees” | Old Dominion University | Norfolk, Virginia 23529 |

**NOMINATION FORM**

**2016 HACE STAFF MEMBER OF THE YEAR**

**2016 HACE ROOKIE STAFF MEMBER OF THE YEAR**

NOMINATION FOR (check one):

|  |  |  |
| --- | --- | --- |
|  |  | Staff Member of the Year  |
|  |  |  | Nominee must be an Old Dominion University classified or hourly employee with more than two years of service to the University.  |
|  |  | Rookie Staff Member of The Year |
|  |  |  | Nominee must be an Old Dominion University classified or hourly employee with at least six months, but not more than two years of service to the University (prior to April 8, 2016).  |

NOMINEE FOR AWARD:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  |  |
|  | (First) | (M.I.) | (Last) |

|  |  |
| --- | --- |
| Department Name |  |
| Department Address |  |

|  |  |
| --- | --- |
| Position Held By Nominee |  |

|  |  |
| --- | --- |
| Length Of Service To Old Dominion University |  |
|  | (Years and Months) |

|  |  |
| --- | --- |
| Supervisor Name |  |
| Supervisor Dept. Address |  |

I believe this nominee should receive the Old Dominion University HACE Staff/Rookie Staff Member of the

Year Award because:

a) Demonstrated University involvement, over and above job responsibilities (use detail/examples).

b) Community involvement in relation to the University (use detail/examples).

c) Demonstrates diligence, initiative, motivation, cooperation, teamwork and assistance to

 coworkers and other University personnel (use detail/examples).

d) Public service and/or community activities and accomplishments (use detail/examples).

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| Nominated By (must be someone other than nominee): |
|  |  |  |
| Name |  | Department Name & Address |

Please send nominations to **Jarin Cornish, Office of Finance, 2004-H Alfred Rollins Hall, no later than 5:00 p.m., Friday, April 8, 2016.** If you have any questions, please contact Jarin Cornish at jcornish@odu.edu or (757) 683-3055.

NOTE: FOR FAIRNESS, ONLY “COMPLETE” NOMINATION PACKETS (COMMENTING ON A-D) WILL BE CONSIDERED. PLEASE DON’T FORGET TO ATTACH AS MUCH SUPPORTING DOCUMENTATION AS POSSIBLE.