MEMORANDUM

DATE: April 2015
TO: Hospital and Clinics Employees
FROM: Hospital and Clinics District Staff Excellence Awards Team
SUBJECT: 2015 University of Utah District Staff Excellence Awards

We are pleased to announce that nominations are now being accepted for the 2015 Hospital and Clinics District Staff Excellence Awards (DSEA). According to our records, you are an employee in this District. We will be presenting nine awards in our District. A total of twenty-four winners will be selected from five Districts: Academic Affairs, Academic Health Sciences, Administration, Hospitals & Clinics, and Student Affairs. In addition to receiving this award, the selected employees will have their names forwarded as nominees for one of six University Staff Excellence Awards (USEA). All 24 DSEA recipients will be recognized at a luncheon where the six USEA winners will be announced. Each USEA winner will receive a $5,000 honorarium and a special plaque. A perpetual plaque with the names of all USEA recipients is displayed in the Human Resources Building at 420 Wakara Way.

This prestigious awards program is to recognize superior service and ongoing contributions by the University's full-time staff. Nominees must have a minimum of three years continuous service to the University of Utah by the nomination deadline to be eligible. Please evaluate your nominee carefully, referring to the “Criteria for Nominations” attached to this memorandum, and select someone truly deserving of this important University recognition. Faculty, director-level staff and above, part-time hourly employees, UU Staff Council members, and District Award team members are not eligible for this award.

You may nominate anyone in the Hospital & Clinics District or any other District who meets the eligibility criteria. Please indicate which District the staff employee is being nominated for on the form.

The deadline for nominations is 5 p.m. on June 19, 2015.

Isaac Holyoak, Chair
Hospital & Clinics DSEA Team
Hospital Human Resources
5A224 UHOSP
Isaac.holyoak@hsc.utah.edu

TEL: 801-581-7531
Nomination Form

- Nominees for these awards must have at least 3 years of continuous service to the University of Utah and be current FULL-TIME STAFF employees (0.75 FTE or greater) in good standing to be nominated. Nominators should check with their payroll reporters to obtain the nominees’ Employee ID and date of full-time hire. This information must be included on the nomination form.

- Faculty, director-level staff and above, part-time hourly employees, UU Staff Council members, and District Award team members are not eligible for this award.

- This award recognizes superior performance in the following areas:

  SERVICE EXCELLENCE

  ➢ Demonstrates exceptional ability in quality of work, proficiency, initiative, skills in dealing with people, dependability, and creativity (quality of work as measured against the type of work being performed).
  ➢ Exhibits through personal qualities a high degree of the following:
    • teamwork
    • positive attitude
    • willingness to cooperate
    • ability to relate to others (colleagues and students) in a manner that reflects well upon the University.
  ➢ Shows ongoing desire for improvement.
  ➢ Has a knowledge and understanding of the University and its functions.
  ➢ Establishes and maintains effective working relationships/communication with co-workers, leadership, and internal/external customers.

  COMMITMENT TO UNIVERSITY

  ➢ Service to the University demonstrates an attitude of ongoing commitment to assist the University in achieving its mission.
  ➢ Contributions have long-lasting benefits to the individual and the University community.
  ➢ Supports and participates in Departmental/University initiatives.

- Nominations may be made by faculty or staff members on the following form, submitted by e-mail as an attachment, or by fax. An electronic submission is also available.

- It is important that nominations be received no later than 5:00 p.m. June 19th by:

  Isaac Holyoak, Chair
  Hospital & Clinics DSEA Team
  Hospital Human Resources
  5A224 UHOSP
  isaac.holyoak@hsc.utah.edu

  TEL: 801-581-7531
2015 University of Utah District Staff Excellence Awards

NOMINATION FORM

Please TYPE or PRINT. Please provide all information.

Name of Nominee ____________________________ Employee ID # _____________
Present Position ____________________________ Telephone # ______________
Department _________________________________ Date of Full-Time Hire __________
Nominee’s Supervisor __________________________ Supervisor’s Phone # __________
Executive Director ____________________________ Exec. Director’s Phone # __________

MARK ONE:
This person works in my District and is being nominated for Hospital and Clinics District Staff Excellence Awards. ____

This person works in a different District and is being nominated for the District Staff Excellence Awards. ____________ Insert District Name ________

Referring to the attached Criteria for Nominations, please respond to the following questions. Where possible provide specific examples that clearly demonstrate how the nominee’s actions/attitude reflect the criteria. If you require additional space, please attach no more than one single-sided sheet.

SERVICE EXCELLENCE:

1. What traits are exemplified by the nominee resulting in superior work performance. Is there some special achievement that should be recognized by this award? Please describe.
2015 University of Utah District Staff Excellence Awards

NOMINATION FORM

COMMITMENT TO UNIVERSITY:

2. What actions are taken by the nominee to assist in achieving the department/institutional mission contributing to long-lasting benefits in the University community?

Nominated By ____________________________________ Telephone ____________________
Nominator's Signature ______________________________ Department ____________________

Please note that electronic submittals will be confirmed with the person originating the form.

SUBMIT  Isaac Holyoak, Chair
TO: Hospital & Clinics DSEA Team
     Hospital Human Resources
     5A224 UHOSP
     isaac.holyoak@hsc.utah.edu

TEL: 801-581-7531

Nominations must be received no later than 5:00 p.m. on June 19th
by CAMPUS MAIL, E-MAIL as an attachment, or electronic submission.

Please make sure your nomination forms are complete.