

**MONTANA STATE UNIVERSITY BILLINGS
STAFF RECOGNITION AWARDS**

NOMINATION FORM 2022

This form is required for the nomination of individuals for Staff Recognition Awards for both the Support Staff and the Administrative/Professional Staff. There is a separate form for the Community Engagement Staff Recognition Award. Nomination materials include 1) the letter of nomination, 2) three letters of support describing the candidate's contributions, and 3) the nomination form.

A maximum of three (3) single-page letters of support per nominee will be accepted. Letters must be legible, either typed or written clearly.

NOMINEE'S NAME:

Nominee's Department and Position:

Give a brief description of the nominee's job responsibilities:

Briefly explain why you feel this person is deserving of the award:

Briefly describe the nominee's job performance as it relates to each of the following:

• **Customer Service/Public Relations:**

• **Professionalism:**

• **Unique characteristics and traits possessed by nominee:**

• **Provide example(s) of "going the extra mile" on behalf of the Institution:**

NOMINATOR'S NAME AND DEPT/ADDRESS:

Submit your nominations no later than ***5:00 p.m. April 25, 2022***, to: employment@msubillings.edu or Staff Recognition Awards, MSU Billings Human Resources, 1500 University Drive, McMullen 310, Billings, MT 59101, (406) 657-2278.