



THE OHIO STATE  
UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

# OARDC OUTSTANDING STAFF AWARD 2016 Nomination Form

PLEASE PRINT OR TYPE:

**Nominee's Name:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Work Address: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ - \_\_\_\_\_

**Nominator's Name:** \_\_\_\_\_

Department: \_\_\_\_\_

Work Address: \_\_\_\_\_

Your Working Relationship To Nominee (Check one):

\_\_\_\_\_ Immediate Supervisor    \_\_\_\_\_ Co-Worker

All programs of the Ohio Agricultural Research and Development Center are available to clientele without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

## ELIGIBILITY & INSTRUCTIONS

The OARDC Staff Award recognizes staff members who provide excellent service to the OARDC. The award is given annually to two recipients representing Senior A&P, A&P and Classified Civil Service OARDC employees. Award recipients are honored at the Employee Appreciation Night banquet, and each receives a plaque and \$1,000.

The program is made possible through contributions to the OSU Campus Campaign-OARDC Staff Award Fund and through funding by OARDC Director's Office.

### Eligibility

To be eligible, an employee must:

- 1) have 8 years continuous service to the OARDC in a regular 50% or more non-faculty position.
- 2) have demonstrated excellence in overall job performance.
- 3) be nominated by an immediate supervisor and/or co-worker.
- 4) not be a previous recipient of this award or the OSU Outstanding or Distinguished Staff Award.

### Nomination Procedure

Submit a completed Nomination Form and 3 Statements of Support, including nominator's, on the attached form.

**Statements of Support not using the attached form will be returned.** Deadline: **August 19, 2016.** Return to: OARDC Outstanding Staff Award, Human Resources, 1680 Madison Avenue, Wooster, OH 44691 or email: zimmerly.30@osu.edu.

### Selection Procedure

The awards are administered by a Selection Committee composed of individuals appointed by OARDC. Recipients will be selected according to the stated criteria.

**RESUBMISSION OF PREVIOUS NOMINATIONS IS ENCOURAGED.**

