

2011 Cooperative Extension Classified Staff Award for Excellence

The Cooperative Extension Classified Staff Organization recognizes the outstanding contributions of its members by seeking nominations for the 2011 Cooperative Extension Classified Staff Award for Excellence in job performance.

Who is eligible: All current classified staff, limited-term employees, and project appointment employees of Cooperative Extension are eligible to be nominated for the Cooperative Extension Classified Staff Award for Excellence.

Criteria: Excellence in overall job performance. Performance for the purpose of this award may be exemplified by, but not limited to, accomplishments in any or all of the following three categories:

- **Achievement:** the candidate, while supporting the Mission, Vision, and Values of Cooperative Extension, makes a significant contribution to the goals, objectives and successful operation of their work unit and/or team. The candidate exhibits innovation and creativity in their work that results in better service or efficiency.
- **Professionalism:** the candidate regularly exemplifies professionalism in their working relationships with Cooperative Extension colleagues and teams, external partners and the general public. The candidate possesses outstanding qualities such as maintaining composure under pressure and displays an extraordinarily congenial attitude toward others.
- **Service:** the candidate represents and promotes Cooperative Extension in a positive manner; exhibits a positive attitude toward Cooperative Extension colleagues and the general public in carrying out their responsibilities; and demonstrates dedication, leadership, and dependability.

Nomination process: Any employee of Cooperative Extension may make a nomination for this award. No self-nominations will be accepted. A nomination shall consist of a letter of nomination listing the name of the nominee, their job title, a description (no more than 2 pages) of how the nominee fulfills the criteria for the award, and a supporting signature from a second employee of Cooperative Extension. Nomination materials shall be submitted **no later than July 1, 2011** to Sarah Traaholt. Materials may be e-mailed to Sarah at sarah.traaholt@ces.uwex.edu, or mailed to her at: NGLVC, UW-Extension Office, 29270 County Hwy G, Ashland, WI 54806. E-mail or call Sarah (715)685-2672 if you have any questions.

Selection process: The Classified Staff Award Selection Committee serves to review and evaluate all nominations and select a recipient for the Cooperative Extension Classified Staff Award. The Award Selection Committee for 2011 consists of Chad McClure, Lisa Nichols, and Sarah Traaholt.

The Award: The award recipient shall receive a plaque and be honored at the Cooperative Extension Classified Staff Conference, October 20, 2011, and be recognized in institutional (UW-Extension and Cooperative Extension) newsletter publications, e-mails, and announcements.

Nomination form: See the following page.



Cooperative Extension Classified Staff Organization

2011 Cooperative Extension Classified Staff Award for Excellence

Nomination Form (not to exceed 2 pages)

Nominee's name:

Nominee's title:

Nominee's work unit:

**Description of excellence in job performance as exemplified by...
Achievement:**

Professionalism:

Service:

Other comments:

Nominator's signature:

Supporting nominator's signature: