

2023-2024
Jack Breslin
Distinguished
Staff Awards

Nomination Deadline:
November 3, 2023



NOMINATION FORM

- Complete the following nomination form. Type or print the nomination form in black ink. Attach additional sheets if necessary.
- Inclusion of **up to three** letters of support will be accepted.
- Supervisor approval is required to assert that the employee is in good standing with a current performance evaluation on file, and has not previously received this award.
- Please **do not** notify the nominee of the nomination.
- For assistance or questions regarding the form or process, please call 517-353-4434.
- Submit the nomination form and attachments by 5:00 p.m. on November 3, 2023 to *serviceawards@hr.msu.edu*.
 - Or the documents can be mailed to:
Jack Breslin Distinguished Staff Awards Selection Committee
c/o MSU Human Resources
1407 S. Harrison Road Suite 250
East Lansing, MI 48823

Selection Process Notes

- Individuals may be nominated by any member of the university community (co-worker, supervisor, faculty or student). Nominations by co-workers are encouraged. Supervisor approval is required.
- A nominee must be a regular, active employee with at least five years of service to Michigan State University in a support staff position.
- Eligible support staff employee groups are APSA, APA, CT, CCLP, 1585, 999, 324, 274, Nurses and Non-Union. Temporary employees, past recipients and current selection committee members are not eligible.
- Distinctive achievement in each of the four rating categories will constitute the strongest case for selection. The selection committee will be cognizant, however, of particularly outstanding achievement in any one area.

Nominee's Name: _____ Nominee PERNR: _____

Nominee's Department: _____ Position: _____

Nominee's Work Address/Phone: _____ Email address: _____

Employee Group: APSA APA CT CCLP 1585 999 324 274 Nurses Non-Union Nominee's

Supervisor: _____ Phone number: _____

Nominator's Name: _____

Department: _____ Work Address/Phone: _____

Email address: _____

HomeAddress/Phone: _____

Your Employee Group: _____

Please describe nominee's job duties:

NOMINEE'S ACCOMPLISHMENTS

Please describe the nominee's accomplishments in the four rating categories listed below, using specific examples. Use additional pages if necessary.

- 1) Excellence in overall job performance "above and beyond what is expected."
- 2) Outstanding interpersonal skills and working relationships.
- 3) Contributions to the department that lead to efficiency, effectiveness or other improvements.
- 4) Contributions to the university (committees, outreach, projects or other efforts).

Signature of Nominee's Supervisor: _____ Date: _____

*The supervisor signature acknowledges that the nominee meets the eligibility criteria described on this form, is in good standing, has had a recent performance review, and has **not previously been a recipient of this award.***