2018 Zacharias Distinguished Staff Award Nomination Form

Instructions: Complete all sections to the best of your knowledge. To best demonstrate the qualifications of your nominee, provide as much information and as many examples as possible. If you are unsure, ask the nominee for assistance. **Forms are due by April 6.** If additional space is needed, attach an additional sheet. Support letters are not required, but can be included. A maximum of five (5) total pages, including the nomination form, are allowed. Additional pages will not be reviewed.

Nominee: _____ Department: _____

Job Title: _____ Mail Stop: _____

- **Exemplifies professionalism and dedication to MSU by performing beyond the call of duty to improve the service, quality, and image of the department/unit.**

- **Serves as a positive role model for faculty, staff, and/or students.**

- **Demonstrates outstanding accomplishments of significance based on initiative, cooperation, and ability to perform job successfully.**

- **Demonstrates a high degree of competence and expertise**.

- **Works beyond the boundaries of the job by participating in university activities or community service projects. This could include church activities or K-12 school activities.**

Nominator: _____ Signature: _____

Department: _____ Mail Stop: _____Phone #: _____

Email form to Jessica Thornton at jjt224@msstate.edu or send to Mail Stop 9502, Department of Housing and Residence Life, Mississippi State, MS 39762. Awards will be announced at the Luncheon in the Junction/Staff Appreciation Day on Friday, May 11.