

## **TIPS AND SUGGESTIONS FOR PREPARING A CHANCELLOR'S AWARD FOR EXCELLENCE IN CLASSIFIED SERVICE**

### **Eligibility:**

Nominees for the award must be full-time employees who have been with the college a minimum of five (5) years. Furthermore, all nominees must have completed at least three (3) years of continuous, full-time permanent service in the Classified Service position for which they are nominated. Prior recipients of a Chancellor's Award for Excellence in the Classified Service are ineligible for consideration. Posthumous nominations are also ineligible.

### **Criteria for Selection:**

1. The nominee must be an individual who has continuously demonstrated outstanding achievement, skill and commitment to excellence in fulfilling the job description for the position held.
2. The nominee must also demonstrate excellence in activities beyond the scope of the job description. The ideal candidate will demonstrate creativity and flexibility in performing his or her position to meet campus needs. Special consideration will be given to employees who consistently provide exemplary customer service to students, faculty, staff and other members of the campus community.

### **Tips:**

- Address your nomination letters to the "Chancellor's Award Selection Committee."
- Nomination letter should be no more than **500 words** in length. Memo style is perfectly acceptable. (Word count does not include headings.)
- Nomination letters should address **each** of the criteria sections (how nominee excels in their present position, how nominee demonstrates flexibility/creativity on campus, and how nominee demonstrates exemplary customer service) specified for the award. Format your narrative under each of the award criteria headings.
- Individual support letters should be no more than one page. The maximum number support letters is **five (5)**.
- Support letters should not be duplications of the nomination letter and do not need to address all criteria.
- Additional supporting materials such as performance appraisals – no more than two (2) may be added to the packet.
- Packets must include a completed nomination form. The nomination letter serves as a substitution for the narrative statement.
- **Submit seven copies and one complete set of signed originals** by 4 pm on **January 6, 2012** to Alberta Lee or Sandy Warren, Room 1-303.
- Place materials in individual folders. Be sure all letters are signed. Clearly mark the set of originals. **DO NOT staple or hole-punch originals. All originals must be signed in blue ink.**