

Nominations Invited For 2009 Exceptional Effort Awards

⌘ **Exceptional** *adj* 1. Being an exception; uncommon. 2. Well above average; extraordinary. ⌘

Nominations of Western Washington University staff are invited for the **2009 Exceptional Effort Awards**. President Shepard will honor nominees from among the classified and professional staff who demonstrate excellence in performance, effective personal interaction, initiative and creativity, and overall outstanding achievement in their service and commitment to the university. Awards will be presented at the Annual Employee Awards Ceremony on **Tuesday, June 2, 2009, at 3 p.m.** in the PAC Mainstage.

Nominations by colleagues and supervisors should be provided to the appropriate Vice President or Provost by **Tuesday, May 19**. Nominations must include the name of the employee, official title, department, and years of service. Further, each nomination requires an explanation or summary as to how the employee's performance meets any of the four (4) criteria detailed below. Vice Presidents will forward nominations to Bruce no later than **Tuesday, May 26**.

Exceptional Effort Awards Criteria:

- (i) *Excellence of Performance* throughout the year: Performance that consistently exceeds the quality that is expected, and has resulted in important and significant contribution to his or her work unit and the University.
- (ii) *Personal Interaction*: Performance that demonstrates exceptional ability and willingness to work positively and effectively with others.
- (iii) *Initiative and Creativity*: Performance that demonstrates an innovative approach to the job and a willingness to manage changes in work priorities, procedures, and organization.
- (iv) *Outstanding Achievement*: Performance that has resulted in important and significant contributions to the work unit and thus has furthered Western's mission and strategic goals.

Questions should be addressed to your Vice President or to Buff Schoenfeld, Executive Assistant to the President (650-3472; bschoen@wwu.edu).

Nominee: _____ **Title:** _____

Department: _____ **Years of Service:** _____

Summary of nominee's performance meeting the award criteria: