

Chi Epsilon Sigma

Extension Support Staff Excellence Award

Presented by Chi Epsilon Sigma and OSU Extension

Goal:

Annual recognition of a staff member who excels in support staff responsibilities.

Criteria:

The nominee should be recognized as a superior support staff member. The award recognizes the importance of knowledge, skills and service and will serve as an incentive for recognition by the Extension organization. Selection will be based on excellence in the following categories:

1. *Sustained excellence in overall job performance (relative to skills, initiative and position, based on current responsibilities – outside the normal scope of responsibilities, above and beyond the call of duty).*
2. *Consistent demonstration of a cooperative and positive attitude.*
3. *Exemplary service in leadership positions (committee or professional organization officer role/membership, etc.).*
4. *Exceptional participation in professional development opportunities (attends required training based on position description but also is diligent in seeking additional training or learning new skills to enhance professional work performance).*
5. *Outstanding achievement or contribution in creative solution to a problem that resulted in significantly more effective and efficient operations.*

Nominations:

Can be submitted by supervisor, faculty/staff, peer/co-worker, customer or emeriti.

Required documentation includes:

1. Online nomination form
2. Letter of support from direct supervisor (scanned and uploaded to the nomination site)
3. One additional letter of evaluation and support (scanned and uploaded to the nomination site)

Eligibility:

Any Extension support staff member who is a current, active member of Chi Epsilon Sigma and has been a member for five years. The award can be received one time only. The committee has the authority to not designate an award winner if nominees fall short of criteria. Please contact Paige Matney (matney.30@osu.edu), CES Membership Secretary, if you are unsure of a nominee's membership status / service record.

Award Description:

The \$1000 award is funded equally by OSU Extension Administration and Chi Epsilon Sigma. The winner will be announced and formally presented at OSU Extension Annual Conference by Extension Administration and the President of Chi Epsilon Sigma.

Schedule and Selection Procedure:

Nomination information and letters must be submitted at <http://go.osu.edu/2017CESaward> by 11:59 pm, December 12.

When you visit the URL above, you will be directed to a page that will ask you to “register” for the website to submit a nomination by providing your name and email address. Once you provide the registration information, you will receive an email from Paige Matney, containing a unique URL to submit your nomination – *do not forward or share this link with anyone else*. You will be able to submit ONE nomination PER email address. If you create or use a new (non-OSU) email address to submit additional nominations for different individuals, please remember to monitor that email thru December, as that is where all communication will be sent for your submission. If needed, you will be able to make changes to your submission by clicking on YOUR UNIQUE URL (in either the email you received after providing registration information, a reminder email, or confirmation of submitted responses email) until the CLOSE of the nomination site. You will receive a confirmation email for your completed nomination(s). Clicking the submit button on the last page will complete your submission process. Use the “previous” and “next” buttons at the bottom of each page to navigate thru the nomination site.



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

Selection Committee:

The selection committee consists of an equal number of CES board members and individuals from OSUE Administration.

Before visiting the nomination website, please be prepared with the following information:**About the nominee:**

- Name
- Title
- Work location
- Phone Number
- E-mail
- Is the nominee a current CES member? (i.e., 2017 – 2018 membership paid (due October 15, 2017)*)
- Years of membership in CES*

* Please contact Paige Matney (matney.30@osu.edu), CES Membership Secretary, if you are unsure of a nominee's membership status / service record.

About the Nominator:

- Name (collected during “registration” for nomination)
- Phone
- E-mail (collected during “registration” for nomination)
- Working relationship to nominee

Cite specific examples of excellence and the impact on the unit or Extension on each of the following criteria:

(for each criteria, there is a 3000 character limit, including spaces)

- 1) Sustained excellence in overall job performance (relative to skills, initiative and position based on current responsibilities – outside the normal scope of responsibilities, above and beyond the call of duty)
- 2) Consistent demonstration of a cooperative and positive attitude:
- 3) Exemplary service in leadership positions (committee or professional organization officer role/membership, etc.):
- 4) Exceptional participation in professional development opportunities (attends required training based on position description but also is diligent in seeking additional training or learning new skills to enhance professional work performance):
- 5) Outstanding achievement or contribution in creative solution to a problem that resulted significantly in more effective and efficient operations:

Supporting letters from:

- Nominee's supervisor
- 1 additional support letter from faculty/staff, peer/co-worker, customer or emeriti

The supporting letters should be signed, scanned, and ready for upload to the website. The maximum file size is 2000 KB for each letter. The two supporting letters should represent a diverse group of colleagues/customers and address the degree of respect by co-workers and customers, contributions to team efforts within the unit and with other agencies or groups, knowledge of Extension and commitment to professional development, and service in leadership roles.

Nomination Deadline: nomination must be submitted to <http://go.osu.edu/2017CESaward> by 11:59pm, December 12th.

Questions? Contact Paige Matney, Chi Epsilon Sigma Membership Secretary, matney.30@osu.edu