

Chi Epsilon Sigma

Extension Support Staff Excellence Award

Nomination Form **Due: November 1, 2021**

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 serves as an incentive for recognition by the Extension organization.

Selection will be based on excellence in the following categories:

- *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).*
- *Consistent demonstration of a cooperative and positive attitude.*
- *Exemplary service in leadership positions (committee or professional organization officer role/membership, etc.).*
- *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).*
- *Outstanding achievement or contribution in creative solution to a problem that resulted in significantly more effective and efficient operations.*

Eligibility:

Any Extension support staff member who is a current, active member of Chi Epsilon Sigma and has been a member for at least 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 jointly 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 supporting letters must be submitted to the CES Membership Secretary, Paige Matney, matney.30@osu.edu, by 11:59 pm, November 1.

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

Nominee Information

Nominee Name: _____

Is the nominee a current CES member? Yes No

How many years has the nominee been a CES Member? _____

Nominee's job title: _____

Nominee's Office Location: _____

Nominator Information

Name: _____

Email Address: _____

Phone Number: _____

What is your working relationship with the nominee?

Examples of Excellence

Example(s) of 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):

Examples of Excellence Continued...

Example(s) of consistent demonstration of a cooperative and positive attitude:

Example(s) of exemplary service in leadership positions (committee or professional organization office role/membership, etc.):

Examples of Excellence Continued...

Example(s) of 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):

Example(s) of outstanding achievement or contribution in creative solution to a problem that resulted significantly in more effective and efficient operations:

Additional Requirements

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 emailed to the membership secretary (matney.30@osu.edu). 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.