



**2022-2023**  
**NOMINATION FORM**  
**University Staff Outstanding Service to UWM Award**

**Please note: Faculty and Academic Staff are not eligible for this award.**

- Please submit a separate nomination for each individual-  
Unfortunately, group nominations cannot be considered.
- Each response **MUST** include a ranking **AND** descriptive answer.
- The exact nomination letters from previous years will not be accepted.

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Name of Nominee

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Name of Nominator

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Title/Classification of Nominee

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Title/Classification of Nominator

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Department of Nominee

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Department of Nominator

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1. Describe in detail the nominee's extraordinary workload, project(s) or assignment(s) outside of the normal or expected work performance area, and/or his/her additional responsibilities on temporary duty assignment(s), at the same or a higher level.

**Rating (circle one): N/A 1 (poor) 2 (fair) 3 (acceptable) 4 (good) 5 (exemplary)**

**Descriptive Answer:**

2. In reference to No. 1 when and for what length of time did the nominee's outstanding contributions occur? (Please be specific and detailed as possible) **Use extra pages if necessary. When possible, rate nominated employees on a scale of 1-5 where N/A is not applicable, 1 is the lowest and 5 is the best for each question (in addition to any essay).**

**Rating (circle one): N/A 1 (poor) 2 (fair) 3 (acceptable) 4 (good) 5 (exemplary)**

**Descriptive Answer:**

3. Describe how the duties go above and beyond what is specified in the employee's position description (be as specific as possible)?

**Rating (circle one): N/A 1 (poor) 2 (fair) 3 (acceptable) 4 (good) 5 (exemplary)**

**Descriptive Answer:**

4. Was the nominee compensated for their work? Did they receive a title change or monetary compensation?

Yes \_\_\_\_\_

No \_\_\_\_\_

5. Describe in detail how the nominee's outstanding contributions affected and/or benefited his or her respective department, school/college/division, program or the university. Some possible areas to consider are, but are not limited to diversity, significant improvement in efficiency or effectiveness, cost savings, conservation of energy resources, program support, promotion of campus safety, student/staff support programs and contribution to green initiatives.

**Rating (circle one): N/A 1 (poor) 2 (fair) 3 (acceptable) 4 (good) 5 (exemplary)**

**Descriptive Answer:**

6. Describe any additional training completed by the nominee beyond his or her job requirements and assignments, which had a direct and immediate benefit on the nominee's contributions.

**Rating (circle one): N/A 1 (poor) 2 (fair) 3 (acceptable) 4 (good) 5 (exemplary)**

**Descriptive Answer:**

7. Do you have any additional information that will help us with your nomination? Any other Additional Comments:

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Signature of Nominator

Date

**Submit all nomination materials to the University Staff Awards Committee at: [us-awards@uwm.edu](mailto:us-awards@uwm.edu) no later 4:30 p.m. than February 28, 2023**

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**Winners will be notified in writing. Awards will be presented at the Fall Awards Ceremony.**

**All nomination materials must be sent to: [us-awards@uwm.edu](mailto:us-awards@uwm.edu)**

**Nomination materials become confidential and are not returnable.**