



"The Voice of University Employees"

Old Dominion University

Norfolk, Virginia 23529

Memorandum

DATE: March 18, 2005

TO: University Community

FROM: Jenny Caja
Chair, HACE Rookie & Staff Member of the Year Committee

SUBJECT: **HACE ROOKIE AND STAFF MEMBER OF THE YEAR**

WE ARE ACCEPTING NOMINATIONS NOW!

On Tuesday, May 10, the HACE ROOKIE AND STAFF MEMBER OF THE YEAR AWARDS will be presented at the Annual HACE luncheon. Support your staff through this important award vehicle and help the University community, through HACE, recognize the many contributions of these employees. *Only YOU know how valuable the classified and hourly people are in your department. Now, let us know who they are.*

Nominations are due to **Jenny Caja, Office of Development, 129 Koch Hall, by April 15, 2005.** I have provided the information you need concerning these awards in the enclosures. Please use the nomination forms provided, which highlight criteria for the awards, to guide your justification remarks. Submit your nomination(s) using the form(s) and attach your supporting documents.

Do you have questions? Please contact me through e-mail at jcaja@odu.edu or call 683-4278.

We look forward to receiving YOUR nomination!

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2005 STAFF MEMBER OF THE YEAR
and
2005 ROOKIE STAFF MEMBER OF THE YEAR

****Supervisors, show your employees how much they are appreciated!****

The Old Dominion University Hourly and Classified Employees Association Awards Committee is looking for classified or hourly employees who deserve to be recognized for the endless contributions they make for both the University and surrounding communities. These two awards can help reward the quality people of this institution at **NO COST TO YOU OR YOUR DEPARTMENT**.

Quite simply, each winner is chosen based on University involvement within, and above, the nominee's job responsibilities. Community involvement should be in relation to our University. Characteristics to consider in your nominee should include diligence, initiative, motivation, cooperation, teamwork and assistance to coworkers and other University personnel. But, don't stop there! You know your best employees and coworkers better than anyone; recognize **ALL THEIR ATTRIBUTES!**

Nominations are now being accepted for:

STAFF MEMBER OF THE YEAR: Any classified or hourly employee with more than two years of service to Old Dominion University.

Recognition: Cash award from the Jill Nolte Endowment Fund, framed certificate, engraved name plate on plaque in Webb University Center, complimentary tickets to University events, and a reserved parking space for one year.

ROOKIE STAFF MEMBER OF THE YEAR: Any hourly or classified employee with at least six months, but no more than two years of service to the University prior to April 15, 2005.

Recognition: Cash award from the Jill Nolte Endowment Fund, framed certificate, engraved name plate on plaque in Webb University Center, and complimentary tickets to various University events.

**LOOK AROUND AT THE PEOPLE WHO SERVE YOUR NEEDS DAILY.
YOU KNOW WHO THEY ARE, SO, LET US KNOW WHO THEY ARE!**

Please fill out one (or both) of the attached nomination forms and attach supporting documentation. Return nominations to **Jenny Caja, Office of Development, 129 Koch Hall, no later than April 15, 2005**. If you have questions, e-mail Jenny Caja at jcaja@odu.edu or call 683-4278.

You cannot show too much appreciation!

NOMINATION FORM

2005 HACE STAFF MEMBER OF THE YEAR

Nominee must be an Old Dominion University classified or hourly employee with more than two years of service to the University. Please submit nominations by April 15, 2005.

NOMINEE FOR STAFF MEMBER OF THE YEAR AWARD:

NAME (FIRST) (MIDDLE) (LAST)

SUPERVISOR

POSITION HELD BY NOMINEE

LENGTH OF SERVICE TO OLD DOMINION UNIVERSITY (Years and Months)

I believe this nominee should receive the Old Dominion University HACE Staff Member of the Year Award because (attach comments and letters for all categories below):

- a) Demonstrated University involvement, over and above job responsibilities (use detail).
b) Community involvement in relation to the University (use detail).
c) Demonstrates diligence, initiative, motivation, cooperation, teamwork and assistance to coworkers and other University personnel (use detail).
d) Public service and/or community activities and accomplishments (use detail).

Nominated by (must be someone other than nominee):

Department:

NOTE: FOR FAIRNESS, ONLY 'COMPLETE' NOMINATION PACKETS (COMMENTING ON A-D WITH SUPPORTING DOCUMENTATION) WILL BE CONSIDERED. PLEASE DON'T FORGET TO ATTACH AS MUCH SUPPORTING INFORMATION AS POSSIBLE. THE MORE INFORMATION PROVIDED, THE BETTER CHANCE YOUR NOMINEE HAS OF BEING CHOSEN.

NOMINATION FORM

2005 HACE ROOKIE STAFF MEMBER OF THE YEAR

Nominee must be an Old Dominion University classified or hourly employee with at least six months, but not more than two years of service to the University (prior to April 15, 2005). Please submit nominations by April 15, 2005.

NOMINEE FOR ROOKIE STAFF MEMBER OF THE YEAR AWARD:

NAME _____ (FIRST) (MIDDLE) (LAST)

SUPERVISOR _____

POSITION HELD BY NOMINEE _____

LENGTH OF SERVICE TO OLD DOMINION UNIVERSITY (Years and Months) _____

I believe this nominee should receive the Old Dominion University HACE Rookie Staff Member of the Year Award because (attach supporting documentation and letters for all categories below):

- a) Demonstrated University involvement, over and above job responsibilities (use detail).
b) Community involvement in relation to the University (use detail).
c) Demonstrates diligence, initiative, motivation, cooperation, teamwork and assistance to coworkers and other University personnel (use detail).
d) Public service and/or community activities and accomplishments (use detail).

Nominated by (someone other than nominee):

_____ Department: _____

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