2007 STAFF MEMBER OF THE YEAR  
and  
2007 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 will be presented at the Annual HACE Luncheon in May and is a great opportunity to reward the quality people of this institution.

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.

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 classified or hourly employee with at least six months, but no more than two years of service to the University prior to March 30, 2007.

*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 the attached nomination form and attach supporting documentation. Return nominations to Jenny Caja, Office of Finance, 204G Rollins Hall, no later than 5:00 p.m., Friday, March 30, 2007. If you have any questions, please e-mail Jenny Caja at jcaja@odu.edu or call 683-3045.
NOMINATION FORM

2007 HACE STAFF MEMBER OF THE YEAR
2007 HACE ROOKIE STAFF MEMBER OF THE YEAR

NOMINATION FOR (check one):

☐ 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.

☐ 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 March 30, 2007).

NOMINEE FOR AWARD:

NAME __________________________________________
   (First)  (M.I.)  (Last)

DEPARTMENT NAME ________________________________

DEPARTMENT ADDRESS ________________________________

POSITION HELD BY NOMINEE ________________________________

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

SUPERVISOR _________________________________________

I believe this nominee should receive the Old Dominion University HACE Staff/Rookie Staff Member of the Year Award because:

   a) Demonstrated University involvement, over and above job responsibilities (use detail/examples).

   b) Community involvement in relation to the University (use detail/examples).

   c) Demonstrates diligence, initiative, motivation, cooperation, teamwork and assistance to
coworkers and other University personnel (use detail/examples).

d) Public service and/or community activities and accomplishments (use detail/examples).

NOMINATED BY (must be someone other than nominee):

_________________________________________  _______________________________________
Name                                        Department Name & Address

Please return nominations to Jenny Caja, Office of Finance, 204G Rollins Hall, no later than 5:00 p.m.,
Friday, March 30, 2007. If you have any questions, please e-mail Jenny Caja at jcaja@odu.edu or call
683-3045.

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.