NOMINATION FORM

2020 HACE STAFF MEMBER OF THE YEAR
2020 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 April 10, 2020).

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 NAME ____________________________

SUPERVISOR DEPT. ADDRESS ____________________________

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 send nominations to Rama Adderley, Library Business Office, Perry Library 1210, no later than 5:00 p.m., Friday, April 10, 2020. If you have any questions, please contact Rama Adderley at radderle@odu.edu or (757) 683-5587.

NOTE: FOR FAIRNESS, ONLY “COMPLETE” NOMINATION PACKETS (COMMENTING ON A-D) WILL BE CONSIDERED. PLEASE DON’T FORGET TO ATTACH AS MUCH SUPPORTING DOCUMENTATION AS POSSIBLE.