

CLASSIFIED STAFF EMPLOYEE OF THE TERM NOMINATION GUIDELINES

The Employee of the Term has been initiated by Classified Staff with support from Human Resources to honor UNC staff who deserve special recognition for their outstanding job performance, University service and/or community service.

WHO CAN BE NOMINATED? Any classified staff member with over one year of service.

WHO CAN NOMINATE AN EMPLOYEE? Any other UNC employee, including classified staff, exempt staff, faculty, administration, or students. More than one nominator can use and sign the form or add comments to the form. Multiple forms may be used, as well as form letters or cover letters.

When nominating a classified staff member, consideration will be based on the following:

- Concern for and helpfulness to others
- Pride in his/her job
- Consistently high job performance
- Actions above and beyond the call of duty
- Adherence to safety procedures
- Cooperative attitude
- University involvement
- Community involvement
- Volunteer service

Qualities for which individuals will be selected are outstanding service, superior performance, exceptional efficiency, integrity and dedication to UNC and to fellow employees.

An Employee of the Term is selected from nominations for Spring and Fall semesters of each year. Those nominees who are not selected as Employee of the Term during the Spring semester will again be included with the Fall nominations. Employee of the Year is selected from the Spring and Fall Employee of the Term honorees of that calendar year and announced at the annual SPEEC Banquet.