## Spotlight Award Nomination Form

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| --- | --- |
| Nominee: | Date: |
| Nominated By: | |

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Employee excellence contributes to the overall mission of the Library. Nominees may demonstrate excellence from the following categories:

* Teamwork and Leadership

*Nominee enhances cooperation, morale, and teamwork; displays courtesy, diplomacy, and flexibility; and is responsive to others regarding library issues. Nominee consistently provides effective and sensitive leadership through knowledge, example, and attitude and works well under pressure.*

* Creativity and Innovation

*Nominee displays a willingness to try and offer new and creative ideas that improve the library’s functions or enhances its services. Nominee is a good problem solver, is resourceful, and is a good steward of library resources.*

* Commitment and Dependability

*Nominee consistently produces work of high quality and provides outstanding service to the library community. The nominee invests oneself in the job and exhibits a high level of commitment; often makes personal sacrifices in order to get the job done or to handle a temporary increase in workload.*

* Community Service Activity

While maintaining excellent work habits, the nominee engages in activities outside the regular work schedule that benefit the library, the state, the university or the community at large.

* Other

Please tell us about the nominee’s efforts to serve the Library, above and beyond the call of duty:

**Thank you for participating in the University Library Spotlight Award program!**

**Please return completed forms** **to the Library Personnel Office, CB# 3932**