

The Beverly S. and Eugene M. Tobin Employee Awards

(for Administrators, Staff, and Maintenance & Operations Employees)

Nomination Form

Your Name (Please Print): _____

Nominee's Name: _____

Criteria: *The Beverly S. and Eugene M. Tobin Employee Awards* are presented to employees selected for exemplary service and commitment to Hamilton. Your nominee (check all that apply):

- Has significantly improved the services of the College;
- Shows innovation, imagination, or creativity in his/her work;
- Takes a significant interest in and participates in department or College activities;
- Has an exemplary record of performance which consistently exceeds expectations and is recognized and valued by others; or
- Exemplifies integrity and dedication to the College mission and goals.
- Other (describe): _____

Using the space below, please explain **why** you are nominating this person. Please **include examples** and other information which support this nomination. (Use the back of this form or attach other documentation, if necessary.)

Signature of person making nomination

Phone Extension

Date

**Please return this form and any supporting documentation to Human Resources by
Friday, March 30, 2012 .**