2010 Division of Finance and Administration
FACE Award Nomination Instructions

This employee recognition program has been developed to reward individual effort, whether those efforts are accomplished alone or while working in the team environment.

We are asking you to nominate staff (anyone below the Director and/or Manager level is eligible) from any of the Departments within the Division of Finance and Administration: Accounting/Accounts Payable, Customer Account Services/Accounts Receivable, Budget, Grants & Contracts, Facilities Management (administration, building services, trades, etc.) Human Resources/Payroll, Purchasing, Police & Safety, Student Loan Services and the VPFA’s administrative support staff.

*Write your nomination within the Word document template (http://www.ndsu.edu/fileadmin/vpfa/FACEAward/FACENominationTemplate.docx) and submit it as an electronic attachment to your email or print it out, sign it and mail it in hard-copy form.*

This will allow you to write at unlimited length, being very specific about your nominee’s actions and behaviors that make them notable in their efforts for you or for NDSU.

We are looking for thoughtful, qualitative statements such as (but not limited to): an individual’s exceptional knowledge, responsiveness and creativity in problem solving; a specific, noteworthy accomplishment, or an incident of cooperation and willingness to help fellow employees; examples of dedication, timeliness and follow-through; as well as memorable occasions where reliability, customer service, leadership, and attitude made you think “Wow! This person is so great to work with!” *We are looking for ‘how’ this person has impacted you, your work, your department, or the University, and ‘why’ this person is worthy of exceptional recognition.*
Please submit one form for each person you nominate. Nominations will be shared with the nominee.

Nominations will be accepted either electronically or in hard-copy until 4:00 p.m. July 9, 2010.

Electronic Submissions:   Attach your Word template nomination and send it to: ndsu.face.award@ndsu.edu

Hard-Copy Submissions:   Elizabeth Thompson, HR/Payroll, SGC 102