

CLASSIFIED EMPLOYEES ASSEMBLY
UNIVERSITY OF SOUTH CAROLINA AIKEN

Nomination Form For Employee of The Year

- Nominations may come from any source other than self-nominations.

Requirements:

- Candidate must be employed by USCA for two (2) years by January 1 of the award year
(Example: the call goes out in January 2009 for CEA of the Year for 2008. An employee would have to be employed by January 1, 2006 to be considered eligible.)
- Must have proven diligence and initiative in their work
- Cooperation with co-workers, students and other organizations necessary
- May not receive the same award within a two-year period

Name of nominated employee _____

Employee's department _____

Employee's title or position _____

Employee's date of employment _____
(to be confirmed by Human Resources)

Briefly state why this employee should be considered as an Employee of the Year. Please state specific examples demonstrating this individual's contributions and dedication to USCA. The letter will have a minimum of 100 words, but no more than 250 words.

Name of person nominating this employee _____

Department of nominator _____

Signature of nominator _____

Please return this form to Jamie Raynor (Box 42), Non-Voting Member of CEA Awards Committee, no later than Friday, February 20, 2009 for consideration.