

UNK Safe Award for Excellence Application Form

Do you have a star on your team that deserves to be recognized? The University of Nebraska at Kearney has created a monetary award for service for administrative, managerial/professional, office and service employees. The Staff Award for Excellence (SAFE) is based on evidence of consistent outstanding service to students, to the institution, to education in general, to significant state, regional or national education programs, or to other appropriate educationally related functions or organizations. Further, excellence in service is defined as a deed or performance that brings more than satisfaction and that creates an experience that exceeds expectations.		
Eligibility	Nominees are to be administrative, managerial/professional, office or service staff of the University of Nebraska at Kearney who currently hold at least a .50 FTE regular approved position and has worked for the University for at least two years. Staff members may have her/his name placed in nomination for a Staff Award for Excellence by any individual or group, including themselves.	
Selection Criteria	• Service to the University • Positive impact on the workplace environment • Contribution to overall organization success, accomplishments, and professional development • Community Involvement • Letter(s) of support • Application form signed by Vice Chancellor of nominee and other criteria	20% 20% 20% 20% 15% 5%
Selection Committee	All members of the Staff Senate Executive Committee shall serve on the SAFE Selection Committee. If any of the four groups of employees represented by Staff Senate do not have representation on the Executive Committee, the Executive Committee shall select a Staff Senate Senator from the unrepresented group to serve with the Executive Committee on the Selection Committee for the SAFE Award. The total number of individuals on the Selection Committee may range from four to six members, depending on the current composition of the Staff Senate Executive Committee.	
Entry Deadline	APPLICATION FORMS WITH SUPPORTING DOCUMENTATION MUST BE RECEIVED By July 31. See application form below. In consideration of our judges and the judging time line—NO LATE APPLICATIONS can be accepted. Completed nomination forms (including supporting documentation) can be sent to: MAIL: Human Resources office, Warner Hall 1200, UNK, Kearney, NE 68849	
Entry Forms	Please use the form below to complete your nomination. Entries must include all information as outlined on the entry form below. If sending by email, scan the application form and supporting documents and submit in PDF format. Both the Human Resources Office and the SAFE Selection Committee will treat all materials filed by the nominator as confidential. Nominees not selected for the SAFE award shall be forwarded to the Staff Senate Recognition Committee for consideration for the Staff Senate Employee Achievement Award.	
Supporting Document(s)	A letter supporting the nomination from the employee's supervisor or manager must be submitted with the application. No more than two additional letters or commendations from supervisors, co-workers, clients, or community organizations may be submitted.	
Recognition	The Staff Award for Excellence will be awarded at the Fall Convocation. The award winner will receive a plaque and a monetary award. Other nominees will be notified of their nomination following announcement of the winner.	

Name of Nominee	
UNK Department	
UNK Address:	
UNK Telephone:	
UNK Email:	
Name of Nominator:	
Section 1: Service to University (20%)	Please describe and provide specific examples of how this employee has demonstrated outstanding service to students, to the institution, to education in general, to significant state, regional or national education programs, or to other appropriate educationally related functions or organizations. (Limit 500 words)
Section 2: Positive impact on workplace (20%)	How has this employee made a positive impact on the workplace environment? Specific examples? (Limit 500 words)
Section 3: Contribution (20%)	How does this individual support your departmental or university goals? Is this employee involved in any activities or initiatives that positively impact quality and your organization success? Explain other contributions, accomplishments, and professional development activities that enhance the employee effectiveness at the University. (Limit 500 words)
Section 4: Community (20%)	Is this employee actively involved in serving and participating in community programs within their own community, the University, state or national professional organizations? If so, please explain how they are involved. (Limit 500 words)
Section 5: Letter(s) of support (15%)	A letter supporting the nomination from the employee's supervisor or manager must be submitted with the application. No more than two additional letters or commendations from supervisors, co-workers, clients, or community organizations may be submitted.
Section 6: Other (5%)	Nominee received approval/signature from the Vice Chancellor. This category may include any other criteria to be used by the selection committee.
Approved by Vice Chancellor of the Nominee	_____ Signature of Vice Chancellor Date _____

Thank you for participating in the SAFE Award of Excellence.

Please use the form above to complete your nomination.

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