

July 7, 2014

To: Administrative Officers, Deans, Vice Presidents, Department Heads, Directors, Managers, and Coordinators, and all clerical and service staff members

Re: Nominations for the CSSAC Excellence Award

Nomination Deadline: Friday, August 8, 2014

The Clerical and Service Staff Advisory Committee, (CSSAC), announces they are accepting nominations for the CSSAC Excellence Award. This is a newly created award for clerical and service staff on the West Lafayette campus, through sponsorship from the Chief Financial Officer and Treasurer, and the Provost.

The CSSAC Excellence Award consists of a plaque and \$1,500 and is subject to tax withholdings. This annual award has been created to recognize a full-time clerical staff member, (op-tech staff not eligible for this award) and a full-time service staff member who demonstrates excellence in the following areas:

- Consistently going above and beyond job requirements
- Demonstrating exemplary conduct and leadership skills
- Providing exemplary customer service
- Showing initiative

Selection will be based on the degree to which the recipient, in service to the University community, demonstrates those qualities listed in the above criteria. The nominee must have completed at least **three** years of continuous service to the University.

Please publicize to all staff the availability of this award and encourage nominations be submitted by **5 p.m. Friday, August 8 2014**. Nominations should be forwarded in writing or electronically to Carrie Hanson, Human Resources, FREH or carrie@purdue.edu. Nominations may be made by any member of the Purdue community, except current members of the selection committee; and only non-CSSAC members can be nominated.

Nominations must include:

1. A concise summarizing statement, not more than two pages in length, which outlines the nominee's ability to consistently go above and beyond job requirements, demonstrate exemplary conduct and leadership skills, provide exemplary customer service, and show initiative.
2. Two letters of support from any faculty, staff or student not exceeding one page in length.

Please take this opportunity to express your appreciation of an outstanding staff member. If you have any questions regarding this award or the nomination process, please contact Carrie Hanson at 49-47397 or carrie@purdue.edu.