

College President's Recognition of Excellence Award

Support Non Exempt Employees (SNE)

[Click here for Instructions](#)

Applicant's Name:

Nominated by (If not by the applicant):

Department:

Phone Number:

Phone mail capability: Yes No

E-mail:

MDID

Review Period:

Signature of the Applicant or Nominee (Required):

Date:

Supervisor's Signature (Required):

Date:

Nominator's Signature (If other than Supervisor):

Date:

Total number of pages, including application form and all attachments:

	Application Form
	Applicant's Narrative
	Supervisor's Narrative
	Copy of two prior performance reviews (most recent years)
	Copy of Job Description
	Optional Documents

Received by the Campus President/District Vice Provost Office by Date: _____

Determination: selected declined



Support Non Exempt Application Form

1. Throughout the review cycle Support Non Exempt employee will collect information to document activities in the areas below.
- a. Professional/Personal development: workshops, seminars, college/university course or program, licenses, etc.

Mandatory		Voluntary	
Title		Title	
Total Hours		Total Hours	
Total Days		Total Days	
Dates		Dates	
Title		Title	
Total Hours		Total Hours	
Total Days		Total Days	
Dates		Dates	
Title		Title	
Total Hours		Total Hours	
Total Days		Total Days	
Dates		Dates	
Title		Title	
Total Hours		Total Hours	
Total Days		Total Days	
Dates		Dates	

- b. Professional/Personal honors, awards, etc., indicate date of award

Honor/Award	Honor/Award
Honor/Award	Honor/Award
Honor/Award	Honor/Award
Honor/Award	Honor/Award

- c. Participation in Campus/College-wide committees, programs, events, etc. Please give the following information for each event, committee, program, etc.

Name; Date(s) and/or Duration; Member Title (chair, member, or etc.); Duties or Responsibilities (if you need more room, please attach on a separate sheet):

Name	Date/Duration	Title	Duties
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2. Supervisors' Narrative (Required for Applicants Being Recommended):

The College President's Recognition of Excellence Award is designed to acknowledge the superior performance of support staff employees. Individuals nominated for this award demonstrate excellence in the areas of quality of work; quantity of work; job knowledge, supervision knowledge; supervision and supervisory responsibilities (if appropriate); and the support they willingly provide in accomplishing the mission of the College.

Explain how the nominee meets or exceeds all of the performance requirements making him/her eligible for consideration for this honor.

3. Applicant's Narrative (Optional):

In the space provided below or on another sheet of paper, if needed, please expand upon the three items listed above (a, b, c) and how they relate to the Statement of Support Staff Excellence and/or give examples of excellent performance relative to a minimum of three categories in the Statement of Support Staff Excellence: Motivation, Professional Performance, Interpersonal Skills, Knowledge Base and Leadership/Supervision. This narrative provides Support employee the opportunity to illustrate both the quality and consistency of his/her excellent performance and is to be used to support the Supervisor's Narrative.

Attach additional pages as needed.