

2023 MARY JANE KELLY AWARD FOR SERVICE EXCELLENCE NOMINATION FORM

Dear NEOMED Employees,

This letter is the official call for nominations for the *Mary Jane Kelly Award for Service Excellence*. The award was established in honor of Mary Jane Kelly, one of the very first employees of the institution, who served as assistant to the vice provost for administration and public affairs. This award is presented to a staff member who demonstrates an exemplary work ethic and takes the appropriate initiative while maintaining a strong service-oriented attitude.

Think about all the great things your co-workers have done over the past year that represent the attributes described. We want everyone to know about our best-of-the-best, so please consider making a nomination!

Please submit all nominations electronically or via confidential campus mail to Kim Stormer (kstormer@neomed.edu) in the Human Resources Office, Suite G-212 by **January 5, 2024**.

Please note: Nominees should be employed by NEOMED for a minimum of three consecutive years to be considered for this award.

NOMINEE'S NAME _____ DEPT _____

NOMINATOR'S NAME _____ DEPT _____

NOMINATOR'S SIGNATURE _____ DATE _____

Note: Individual nominations are required—only one employee signature per form.

Please use the space provided to submit your nomination. To be considered, all nominations will need to include responses to the questions/areas of focus detailing why this employee is deserving of the *Mary Jane Kelly Award for Service Excellence* and nominees must have been employed by NEOMED the past three years. You may choose to include a separate nomination letter as an attachment; however, the specific detail should be included on the nomination form as this will be the primary document used for reviewing the merits of the nomination.

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NOMINATEE'S NAME _____

NOMINATOR'S NAME: _____

Demonstrates Exemplary Work Ethic

During the previous year, detail examples of how the nominee has demonstrated a strong work ethic (i.e. quality of work product, strong loyalty). Explain how this has impacted and/or been acknowledge by the nominee's department and/or the University.

Takes Appropriate Initiative

During the previous year, detail examples of how the nominee has demonstrated taking the appropriate Initiative (i.e. diligence, dependability). Explain how this has impacted and/or been acknowledge by the nominee's department and/or the University.

Maintains Strong Service-Oriented Attitude

During the previous year, detail examples of how the nominee has maintained a strong service-oriented attitude (i.e. enthusiasm, positive approach). Explain how this has impacted and/or been acknowledge by the nominee's department and/or the University.

Additional Comments

Please provide any additional information which supports the merits of the nominee as a recipient of this award.

Please use additional sheets if necessary.