



# Character, Community, Civility

## 3 C's EMPLOYEE NOMINATION FORM

**Purpose:** This annual award is designed to recognize a University employee for performance, interaction, and leadership consistent with the characteristics of Character, Community, and Civility which are listed below. All employees, including executive management, but excluding faculty, are eligible for this award.

**Instructions:** Please submit a typewritten one-page nomination letter describing how the nominee exhibited the traits of the 3 C's. Self-nominations and anonymous nominations are not eligible for consideration.

**Award:** This award consists of a \$1,000 employee award, a commemorative plaque, and a \$1,000 scholarship awarded in the recipient's name for four consecutive years.

**Submission Information:** Applications should be delivered to NUC 317D, or mailed to Campus Box 175. Direct questions to Human Resources at 974-2932.

### CORE VALUES

<b>Character</b>	Consider employee's work ethics, personal responsibility and commitment. Is accountable for actions, ready to acknowledge and learn from mistakes. Self-directed, motivated and enthusiastic in accomplishing work assignments. Willingness to grow and develop in support of department/university needs.
<b>Community</b>	Embraces the responsibility of being recognized as an "ambassador" for the University in the course of community interactions. Fosters positive rapport, promotes citizenship and civic virtues, and consistently demonstrates respectful behavior toward the community.
<b>Civility</b>	Conducts business in a professional, respectful manner. Is courteous and cheerful in serving and interacting with others. Open to the ideas, opinions and suggestions of others in a non-defensive manner. Is approachable, and proactively develops and nurtures positive work-place relationships.

\_\_\_\_\_  
Name of Nominee

\_\_\_\_\_  
Department

\_\_\_\_\_  
Banner ID#

\_\_\_\_\_  
Name of Nominee's Supervisor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Campus Extension

\_\_\_\_\_  
Nominator's Name (Please Print)

\_\_\_\_\_  
Nominator's Signature

\_\_\_\_\_  
Nominator's Title

\_\_\_\_\_  
Nominator's Department

\_\_\_\_\_  
Nominator's Box Number