

## **MANSFIELD CAMPUS OUTSTANDING STAFF AWARD**

### **PURPOSE**

The Mansfield Outstanding Staff Award will be presented to one staff member of The Ohio State University at Mansfield campus for the exceptional service, accomplishments, and leadership, to the Mansfield campus. The award recipient will receive a \$1,000 monetary award and a commemorative plaque honoring his/her service to the campus.

### **ELIGIBILITY**

Part-time staff of 50% or greater appointments and full-time staff currently employed on the Mansfield campus with a minimum of five years of continuous service at Ohio State in a regular non-faculty position may be nominated. Previous award winners are not eligible until five subsequent Mansfield Outstanding Staff Awards have been made.

### **CRITERIA**

Award recipients will be selected on the merits and strengths of the following contributions: Enhancing the quality of work-life in ways that make a significant difference for colleagues or customers. Providing outstanding and ongoing excellence in services to faculty, staff, students, and/or other customers. Developing creative solutions to problems that result in significantly efficient department or university operations.

### **PROCESS**

There is an on-line nomination form. The Office of Human Resources will announce the award, specify the deadline, and provide a link to the on-line nomination form.

### **REQUIREMENTS**

**Completed nomination form.**

**1 to 3 letters of support.** The nominating statement and letter(s) of support should include specific examples of the contributions the nominee has made. \*Letter(s) of support should represent the diverse group of colleagues/customers (faculty, staff, students, or other individuals) who have personal knowledge of and who have benefited from the nominee's services.

For more information please contact Human Resources.

This document is kept current by the Human Resources office.

Revised 2016.