

PFW Excellence *Administrative Support* Award

The purpose of the award is to honor administrative support staff members for excellence in service to the university community. All fully benefitted members of the PFW staff, who have completed one year of service, are eligible for nomination of the award. Previous recipients will not be eligible for nomination in the three years immediately following their award, but will be eligible thereafter.

Eligible staff members may be self-nominated or nominated by another PFW employee. The nomination must be submitted no later than 5:00 P.M. on Friday, September 29, 2023 to Elizabeth Miller in DSB 300B or Christine Hall in DSB 300A.

CSSAC PFW EXCELLENCE AWARD – Administrative Nomination Form

Name of Nominee _____ Current Date _____
Job Title _____ Clerical/Service Level _____
Department _____ Campus Address _____
Nominated by _____ Title _____

The **PFW Excellence Award for Administrative Support Staff** seeks nominees who demonstrate excellence by:

- Consistently going above and beyond job requirements
- Demonstrates exemplary conduct and leadership skills
- Provides exemplary customer service
- Shows initiative

Please describe how your nominee demonstrates these characteristics in each of the areas listed below. You may attach up to two additional pages.

I. Notable Accomplishments

II. Continuing Education and/or Professional Development

III. University Service

IV. Additional Support

For more information on CSSAC, please visit our web site at www.pfw.edu/cssac