



FLORIDA STATE UNIVERSITY

Max Carraway Employee of the Year Award 2017 Nomination Form

Due April 14, 2017

Each year, Florida State University celebrates the outstanding contributions of its USPS and A&P employees through the Max Carraway Employee of the Year Award. This award recognizes employees whose service and contributions extend across campus. Please nominate deserving USPS or A&P employees by submitting the attached nomination form and a brief statement by April 14th.

There are some great prizes for the winner of the Max Carraway award. I look forward to joining you in celebration of the outstanding work of Florida State employees.

Sincerely,

John Thrasher, President



The recipient of the Max Carraway Award receives a reserved parking space for one year, a \$1,000 stipend, and two seats in the President's Box for a football game.

2017 MAX CARRAWAY EMPLOYEE OF THE YEAR AWARD

Eligibility

- All nominees must be full-time or part-time (50% FTE or greater) USPS or A&P employees.
 - USPS nominees must have been employed with FSU for at least six months.
 - A&P nominees must have been employed with FSU for at least one year.
- All nominees must have achieved at least an *above satisfactory* performance rating during this period.

Criteria

- Provides consistent service excellence to FSU customers (students, faculty, and staff).
- Displays a continuous attitude of service excellence.
- Provides customer excellence which results in positive policy changes.
- Exemplifies a caring and sharing attitude.

To Nominate

Write a brief statement (250 words or fewer), which explains how the nominee exhibits the following values:

- Customer-focused approach to work.
- Owns problems presented to them.
- Notices potential problems and seeks solutions.
- Negotiates solutions, shows empathy, and offers choices while focusing on what can be done.
- Educates customers to help them be better consumers of the University's services.
- Courteous, always understands he/she represents FSU.
- Treats employees like important customers and provides timely, quality-conscious service to improve efficiency.

NOMINATION FORM

Please attach a brief statement explaining how the employee nominated meets or exceeds the award criteria.

I nominate the following employee for the MAX CARRAWAY EMPLOYEE OF THE YEAR AWARD:

Employee's Name (please print)

Current Position Title and Department

Nominator's Name (please print)

Nominator's Signature

Please return by
April 14, 2017 to:

Office of Human Resources
Attn: Sarah Mirkin
Mail Code: 2410
Email: smirkin@fsu.edu

Questions?
(850) 644-6602