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 15th.

This year’s Employee Recognition ceremonies will take place within each of the major divisions of the University. 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 University employees.

Sincerely,

John Thrasher, President
2016 MAX CARRAWAY EMPLOYEE OF THE YEAR AWARD

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.

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.

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.

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.

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 15, 2016 to:
Office of Human Resources
Attn: Victoria Powell
Mail Code: 2410
Email: vapowell@fsu.edu
Fax: (850) 645-9504
Questions?
(850) 644-8142