Outstanding Staff Awards Program
Nomination Guidelines

What is the Outstanding Staff Award?
The Outstanding Staff Award is a University-wide, highly competitive, performance-based, monetary award. CVPA staff chosen for this award will be honored with other USPS and A&P individuals from the University and will receive a check for $500 at an awards ceremony held during the spring semester.

Who is allowed to nominate?
We strongly encourage those who have first hand experience with an employee’s outstanding job performance to make nominations, including supervisors, staff, faculty, or directors.

Why it is important to nominate?
Recognition is an important part of the culture at USF. While it is essential to provide staff with regular feedback throughout the duration of their employment, we also believe in identifying those individuals within our college who demonstrate excellence and an outstanding job performance that support the overall values of the College and the University.

How do I nominate someone?
The nominator prepares the nominee’s form, gathers signatures from the nominee’s supervisor, the director, and/or the Dean, and collects three carefully written letters of support. This packet is then delivered to Human Resources where a committee reviews nominations and selects awardees.

Where can I get a nomination form?
Outstanding Staff Award Home Page
http://usfweb2.usf.edu/usfpers/Recruitment/osa.htm
Nomination Form
http://usfweb2.usf.edu/usfpers/HRRecruitment/Outstanding%20Staff%20Awards%20Master%20Form.doc

What can I do as a nominator?
Remember, the committee does not know the person you are nominating. The letters must really reveal how “outstanding” the staff person is. When you and others write letters about a nominee, make sure to include specific detailed examples of their going above and beyond their job description. To assist in writing a strong letter, ask the nominee for a recollection of events that he/she feels are outstanding.

What can I do as a nominee?
Nominees can assist in the application process too. Keep a journal with dated entries detailing events and projects that you feel represent efforts above and beyond your job description. You may be asked by your nominator for information about things you do. Keeping track during the year will remind you and them and make the nomination process easier.