

INDIANA STATE UNIVERSITY MEDALLION AWARD NOMINATION FORM
Deadline for Submission: October 7, 2022

The University Medallion was established in 1997 to recognize Indiana State University staff displaying a history of loyalty, dependability and outstanding service to the University and the Terre Haute community. The University Medallion is the highest honor that can be conferred on a staff member by the University. ISU faculty and staff nominate individuals they feel have shown exceptional spirit throughout their years of service to ISU, distinguished achievement in their career, and involvement in the community.

Nominees must be staff members (exempt, non-exempt, or non-exempt professional) who have at least ten (10) years of service and who have demonstrated exceptional service and dedication to the University. Any current member of the ISU staff or faculty may submit nominations. Self-nominations will also be accepted. All nominations will be kept confidential until shared with the nomination committee. Brief excerpts may be used in the recognition of the nominee.

The deadline for submission of completed nominations is Friday, October 7, 2022. All applications must be submitted to the Executive Director of Human Resources, Tami Weinzapfel-Smith at Tami.Weinzapfel-Smith@indstate.edu.

Selection of the University Medallion Award recipients will be based on the factors listed below. For the nomination process please describe, in as much detail as possible, the level of the nominee's involvement in each category. Use specific examples to show how the individual demonstrates each defined factor (if applicable). You may attach additional pages and/or provide any essential documents that provide evidence of the nominee's excellence.

- **Community Service/Volunteerism**

Is engaged in helping the community. Community service work is work performed for the benefit of others. It is often done near the area where you live, so your own community reaps the benefits of your work. Community service work is work performed without pay to help people in the community.

- **Customer/Student Service**

Consistently and substantially demonstrates an ability and willingness to work positively, respectfully, and effectively with others. Has significantly improved customer service or has increased student satisfaction in their area. Demonstrates ability and willingness to manage changes in work priorities, procedures, and organization. Demonstrates exceptional ability to foster collaboration, communication, and cooperation among colleagues and members of the campus community. Interacts with others in a positive, enthusiastic, and cheerful manner. Treats co-workers, supervisors, faculty, students, clients, and community with respect. Remains calm and assured in stressful situations. Helps others through stressful situations.

- **Efforts to advance the strategic goals of the University**

Aligns work with the University's strategic goals as much as possible. Works to help support and advance the strategic plan's initiatives. Works to build a welcoming, inclusive environment that promotes student and employee success.

- **Initiative**

Significantly improved a work process or system, or has significantly increased the efficiency of an operation or department/unit; consistently seeks to improve the quality of work assigned; demonstrates efforts to expand work responsibilities; significant improvements in student services or enhanced student satisfaction.

- **Leadership**

Individual provides clear communication; vision – individual has a clear, exciting idea of where they are going and what they are trying to accomplish; individual shows courage and is willing to take risks in the achievement of goals with no assurance of success; integrity – individual demonstrates honesty in everything they do, both internally and externally; humility - the individual does not allow their ego to get in the way of work and working with others, they are realistic, they listen, and admit when they don't know all the answers; they share credit for success with others; individual is a strategic planner –they have the ability to look ahead and plan for it; cooperation -individual remains focused on the tasks at hand and has the ability to get everyone working and pulling together; is cooperative in their approach to getting things done - leaders focus on results, on what must be achieved by themselves, by others, and by the University.

- **Loyalty/Commitment to the University**

The individual is committed to the University and willing to give their time and energy to get the job done. They are also loyal by showing commitment to ISU and they bleed blue. The employee substantially exceeds the expectations of the position, performing at a level above and beyond normal job requirements and expectations; has made important and significant contributions in their area; contributes and demonstrates commitment to the University's mission, core values and strategic goals.

- **Performance**

Consistently and substantially exceeds the expectations of the position, performing at a level above and beyond normal job requirements and expectations; has made important and significant contributions in their area; contributes and demonstrates commitment to the University's mission and core values and strategic goals. Performs duties above and beyond what is normally expected. Completes tasks thoroughly and thoughtfully. Creates a quality product (accuracy, content, appearance).

- **Professional Development**

Individual seeks out specialized training, formal education and other opportunities to enhance their knowledge, skills, and abilities to become a more effective employee, which will assist the employee in contributing to the University's mission and core values and strategic goals. Focuses and works diligently to help complete critical work projects. Demonstrates extensive knowledge and competence in a wide array of work related topics. Uses knowledge and expertise to quickly troubleshoot/solve problems. Prioritizes one's workload in an effective and timely fashion. Exhibits a high degree of professionalism.

- **Teamwork**

Acts as a team player and encourages team work in others. Appreciates/values others' time and effort. Integrates a sense of humor and fun in the work environment. Creates a positive atmosphere or feeling in others. Takes the initiative to improve individual skills and knowledge. Acts as a mentor for others by providing advice, guidance, feedback, and encouragement. Accepts and acts upon constructive criticism. Serves as a positive role model for others and self. Recognizes others' special events/accomplishments, either publicly or privately.

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Name of Nominee: _____

Nominee's Department and Extension: _____

Nominated by: _____

Attach supporting documentation to this page and return to Tami Weinzapfel-Smith, Executive Director of Human Resources, RA 300.

The Medallion Awards Review committee will evaluate and rank the nominees.
Recommendations will be forwarded to the President for final approval.