

# Sycamore Staff Award Nomination Guidelines

1. Must be part-time or full-time benefits eligible staff (excludes faculty & Students)
2. Employed at Indiana State University for at least one (1) year
3. If the person has won this award previously, they are ineligible for the award again. View past recipients here: <https://www.indstate.edu/services/staffcouncil/awards#guidelines2>
4. *Attitude* - demonstrates an outstanding personal and professional interaction with co-workers, faculty, students, and visitors of ISU
5. *Service* - provides a continual demonstration of outstanding service in all their activities and responsibilities within their department, within the University community, and the Community at large
6. *Engagement* - provides outstanding resourcefulness, innovation, and creativity in all their activities and responsibilities within their department, within the University community, and the Community at large
7. *Contribution* - contributes to and supports the Council by their attitude, service, and engagement. (but does NOT have to be on the Council).
8. This award excludes current members of Staff Council.