

College of Engineering

New Employee Excellence Award

Purpose: The purpose of this award is to recognize, encourage, and promote a desire to contribute and to acquire new capabilities as a staff member of the College of Engineering specifically; and the University in general.

Eligibility: The award is open to all administrative, professional, clerical, and service staff in the College of Engineering with three years or less continuous employment with the University as a permanent employee. Previous University employees who left Purdue and have been gone for at least five years, also with three years or less continuous employment with the University as a permanent employee since being rehired, are eligible as well. Staff members who provide at least 75% of their effort in service to College of Engineering are eligible for the CoE Staff Awards of Excellence. Nominees will be employees of the College of Engineering at the time of nomination. The awardee and finalists are expected to remain employees of the College of Engineering until presentation of the award at the annual banquet, except for special cases such as retirement. Individuals named as award finalists are ineligible for the award for one year. The following criteria should be considered when submitting the nomination.

Criteria:

- Demonstrates uncommon initiative on the job.
- Shows a desire to improve job skills by furthering their education and/or taking on more responsibility.
- Shows a positive attitude in dealing with the University family/community.

Procedures:

- One award and up to two finalist recognitions may be given annually to administrative/professional staff or clerical/service staff.
- Candidates may be nominated by any faculty or staff member in the College of Engineering.
- If multiple nominations for one employee are received, the nominators will be contacted and asked to collaborate in order to submit one nomination package.
- Selections will be made by the Staff Awards Committee.
- Each recipient will receive a cash award of \$1,000, an individual plaque, and will be honored during the annual staff awards banquet. Each finalist will receive a cash award of \$750, an individual plaque, and will be honored during the annual staff awards banquet.
- Nominations may be carried over for one year following the initial submission, except as stated above regarding eligibility of finalists. For this purpose, nominators and/or supervisors will be contacted and will be provided the option of putting the nominee forward a second time, as well as an opportunity to update the materials.

Materials to be submitted for the nomination:

- Required materials include the nomination form and attached documentation, which should not exceed 2 pages and 3 letters of support, not longer than one page each. These letters should be incorporated directly into the nomination file.
- Please provide specific examples of how the nominee's career in engineering has exemplified the various criteria for this award. Nominators and/or support letter writers are also encouraged to address or expand upon the award criteria appropriate for each category.
- Please describe the broader impact the nominee has made, through his or her contribution(s), on his or her constituents.

Helpful Hints:

- Nominators and/or support letter writers are encouraged to address or expand upon the award criteria appropriate for each category.
- Give details of a personal involvement or connection to the candidate.
- Provide letters of support from a diverse group of individuals, including extracurricular sources.
- Utilizing different sources of input such as students, faculty and staff, is valuable for a nomination.