



Charles R. Drew University of Medicine and Science Staff Member of the Month Award Nomination Form

Charles R. Drew University of Medicine and Science's dedicated staff play a vital role in fulfilling the University's Mission: To conduct education, research and clinical services in the context of community engagement to train health professionals who promote wellness, provide care with excellence and compassion and transform the health of underserved communities. The Staff Recognition Program provides opportunities to recognize a staff member's dedication, commitment and contributions to the strength, success and reputation of the University. The Staff Member of the Month Award is designed to acknowledge those eligible staff members who have demonstrated excellence that benefits the department, college/school, or campus.

Please complete the information below, sign and send any additional supportive materials to the Department of Human Resources, 1731 E. 120th, COBB 296 St. Los Angeles, CA 90059 Cobb or email to hrdept@cdrewu.edu.

I wish to nominate the following individual for **Staff Member of the Month**:

Nominee name: _____

Nominee's job title: _____

Department: _____

Nominated by: _____

Email Address: _____

Contact Phone Number: _____

_____ **staff** _____ **faculty** _____ **student** _____ **visitor**

If your nominee is selected, do you want your name included in the campus announcement?

_____ **Yes** _____ **No**

Signature: _____ **Date submitted:** _____

Please describe how this staff member has demonstrated; **Outstanding Performance, Teamwork, Attitude, Creativity, Organizational Abilities, Dedication, Responsiveness, Safety, and Communication.** Consider the following and use the space below to answer one or more questions or explain other reason(s) for the nomination.

- **Outstanding Performance:** The staff member demonstrates continued outstanding performance in work and genuine customer service to the students, staff, faculty, parents, or other customers whom he or she serves.

- **Teamwork:** Serves as a highly effective and cooperative team member in carrying out the goals of the department or unit.

- **Attitude:** enthusiastic and is a positive influence on managers, peers, supervisors, subordinates, and the University community.

- **Creativity:** Originates an innovative/creative activity that benefits the University community.

- **Organizational Abilities:** Shows special leadership skills in accomplishing department or unit goals and objectives.

- **Dedication:** goes beyond and above expectations. Makes a difference to CDU and /or to members of the campus community.

- **Responsiveness:** Exceeds the managers, peers, subordinates, and or students expectations.

- **Safety:** Minimize risk for all individuals both personally and environmentally

- **Communication:** Communicate with everyone in a timely, direct, truthful, respectful, and kind manner.
