

Chi Epsilon Sigma
Extension Support Staff Excellence Award
Due: November 1st



Goal: Annual Recognition of a staff member who excels in support staff responsibilities.

Criteria: The nominee should be recognized as a superior support staff member. The award recognizes the importance of knowledge, skills, and service.

Selection is based on excellence in the following areas:

- Sustained excellence in overall job performance (relative to skills, initiative, and position, based on current responsibilities – outside the normal scope of responsibilities, above and beyond the call of duty).
- Consistent demonstration of a cooperative and positive attitude.
- Exemplary service in leadership positions (committee of professional organization office role/membership, etc.).
- Exceptional participation in professional development opportunities (attends required training based on position description but also is diligent in seeking additional training or learning new skills to enhance professional work performance).
- Outstanding achievement or contribution in a creative solution to a problem that resulted in significantly more effective and efficient operations.

Eligibility: Any Extension Support Staff member who is a current, active member of Chi Epsilon Sigma and has been a member for at least 5 (five) years. The award can be received only once in a lifetime.

*For information regarding membership status/service record contact:

Angie Keshock - Chi Epsilon Sigma, Membership Secretary
(330) 870-1167 or keshock.3@osu.edu

Award Description: The chosen nominee will be awarded \$1000* given jointly by OSU Extension Administration and Chi Epsilon Sigma. The winner will be announced and awarded during the JCEP Awards Presentation at the "Celebration of the Land Grant" event.

*Effective July 1, 2020, Ohio State discontinued the option of grossing up earnings, gift cards, and non-cash rewards to cover taxes. For this award, \$1500 will be the gross amount (not net) before taxes are deducted.

Schedule & Selection Procedure: Completed nomination form, with accompanying letters of support (Nominee's immediate supervisor, and one (1) additional support letter from faculty/staff, peer/co-worker, clientele, etc.) must be submitted via email by 11:59 PM, November 1st.

*****Submit nominee packet by 11:59PM, 11/1 to:**

Angie Keshock - Chi Epsilon Sigma, Membership Secretary
keshock.3@osu.edu

**Extension Support Staff Excellence Award
Nomination Form**

Nominee's Information:

Nominee's Full Name:	Click or tap here to enter text.
Is the nominee a current CES member:	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many years has the nominee been a member of Chi Epsilon Sigma?	Choose an item.
Nominee's Job Title:	Click or tap here to enter text.
	Click or tap here to enter text.

Nominators Information:

Name:	Click or tap here to enter text.
Email Address:	Click or tap here to enter text.
Phone Number:	Click or tap here to enter text.
Working relationship to the nominee:	Click or tap here to enter text.

Examples of Excellence

Please provide example(s) of sustained excellence in overall job performance (relative to skills, initiative and position based on current responsibilities – outside the normal scope of responsibilities, above and beyond the call of duty):

Click or tap here to enter text.

Please provide example(s) of consistent demonstration of a cooperative and positive attitude:

Click or tap here to enter text.

Please provide example(s) of exemplary service in leadership positions (committee or professional organization officer role/membership, etc.):

Click or tap here to enter text.

Please provide example(s) of exceptional participation in professional development opportunities (attends required training based on position description but also is diligent in seeking additional training or learning new skills to enhance professional work performance):

Click or tap here to enter text.

Please provide example(s) of outstanding achievement or contribution in a creative solution to a problem that resulted significantly in more effective and efficient operations:

Click or tap here to enter text.

Additional Requirements

Please provide letters of support from the following:

Nominee's Supervisor	<input type="checkbox"/>
One (1) additional letter of support from faculty/staff, peer/co-worker, clientele, etc.	<input type="checkbox"/>