

Nomination Form: Individual Merit Award

Please use this form and submit to: Human Resources, LM 339 or email to [Service and Merit](#)
(please use an envelope for confidentiality)

This information is requested to select individuals for recognition and is not routinely provided to persons outside the University. Photographs, excerpts from the nomination or supporting letters may be used for citations, publicity or printed material on the USF website.

Eligibility Requirements: Non-faculty staff member with at least three calendar years of continuous service through January 31, 2020, including past individual USF Merit Award honorees

Name of Nominee:	Job Title:
Department:	Supervisor:
Dept. Head Name:	Dean/VP Name:
Supervisor Phone Ext:	Supervisor Email:
Explain how the nominee has excelled in service or innovation to the department, division, University and/or community, and has helped to achieve stretch goals:	
Give examples to illustrate how the nominee has shown outstanding teamwork or leadership:	
Demonstrate how the nominee has exceeded their position expectations:	

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Please list two (2) names of peers, work associates, superiors or students ***with their contact email addresses and phone numbers***, who are familiar with the nominee's work and can support this nomination.

1.

2.

Name of Nominator:

Job Title:

Date:

Department:

Email Address:

Phone:

Signature *(if routing hard copy):* _____