



C A L S T A T E  
FULLERTON

Human Resources

CP-700

NOMINATION FORM

Titan Excellence Award/  
Annual Outstanding Staff Award

NOMINEE INFORMATION

|      |          |            |           |
|------|----------|------------|-----------|
| Name | Division | Department | Extension |
|------|----------|------------|-----------|

BASIS FOR NOMINATION

Please indicate the area(s) of service for which you are nominating the employee by giving specific examples of the nominee's outstanding service in each category. Through the specific examples in each category, describe the situation(s) or project(s) that support the nominee's excellent service. In addition, please feel free to provide any appropriate supporting documentation from other colleagues. Attach additional pages as needed. Statements included in this form may be read in their entirety at the awards ceremony.

Creativity

*Definition: The ability to seek opportunities for improvement; approaches opportunities imaginatively and with vision; follows through with the implementation of the task (Example: "As an Operating Systems Analyst, he is constantly coming up with creative ways to ensure that the mainframe systems are always working and available for use by the campus. For example, within the mainframe system, he has found ways to use complex automation tools to ensure critical production processes are run, and thereby eliminate frequent errors due to human intervention").*

Initiative

*Definition: The ability to exhibit new strategies, proves own motivation without prompting from others (Example: "She demonstrated initiative again through the magic of reconfiguration. For example, she decided to take the original Titan Communications office space she had been given and make it better. Her reconfiguration resulted in a center for new media that will benefit the campus and students as a learning resource for digital video and audio media").*

Leadership and/or Teamwork

*Definition: The ability or capacity to guide or direct. A cooperative effort by the members of a group or team to achieve a common goal (Example: "Her commitment to teamwork is unmatched and she believes we are all co-leaders on a great team and Together Everyone Achieve More. For example, her recent team efforts include helping Public Affairs provide timely video clips and teaming up with University Police").*

## Promotion of the University's Image in the Community

*Definition: Encouragement of the progress, growth, and/or acceptance of the University's Image in the Community (Example: "She is one of CSUF's best 'Good Will Ambassadors' by virtue of her extensive knowledge of the university. For example, she has made presentations at schools, and community events, and is a frequent guest speaker on and off campus, on television and radio programs, at retreats, and conferences").*

## Special Contribution to Work Area or University as a Whole

*Definition: The ability to contribute uniquely and extraordinarily beyond the call of duty to a work area or University as a whole. (Example: "One of her special contributions is the commitment to never stop seeking ways to provide information on a multitude of subjects and most especially about Cal State Fullerton. For example, from the beginning she demonstrated her passion about this--with the creation of the educational seminars and satellite teleconferences, television program interviews, video productions, and most recently the distribution of digital Video on the Internet and at campus workstations.")*

## Additional Comments

# Signatures

I understand that I may be asked to provide clarification or additional information regarding this nomination.

|                                 |                       |      |
|---------------------------------|-----------------------|------|
| Nominator typed or printed name | Nominator's Signature | Date |
|---------------------------------|-----------------------|------|

If you do not supervise the nominee, either directly or indirectly, please explain how you obtained your knowledge of the employee's performance.

|                                |      |
|--------------------------------|------|
| Supervisor                     | Date |
| Dean/Appropriate Administrator | Date |
| Vice President                 | Date |

- Attach additional supporting comments, if desired.
- Nomination forms will be accepted at any time during the year and will be held until the next review by the division in which the nominee is employed.
- Please be advised that information from your nomination form may be used in future publications.