

## **2008 Charles Coleman Memorial Service Award Nomination Procedures**

1. Classified and hourly employee candidates must be nominated by a supervisor in their supervisory chain of command.
2. Nominating supervisors will complete the nomination application for each employee nominated. Limit: 2 nominations.
3. Nominating supervisors will forward the nominations to the area's most senior vice president for their review and signature approval.
4. **In order to avoid the employee disappointment associated with not being selected as a semi-finalist, supervisors are encouraged to treat the nomination process confidentially. It is suggested that nominating supervisors refrain from discussing their nominations with anyone except the area executive staff member.**
5. The area senior vice presidents should select up to three semi-finalists from the nominations made in their area and return the signed applications of those selected to the respective nominating supervisors.
6. The nominating supervisor will forward the completed application to Paula Wilder, Office of Human Resources, Fairfax House, by 5:00 pm September 19, 2008.
7. The applications will then be forwarded to the selection committee for selection of the 2008 Coleman Service Award winner.
8. The award recipient will be announced at the Annual Employee Recognition Luncheon on October 14, 2008. The award recipient will receive an engraved plaque and a \$300.00 cash award.



3. How has the employee demonstrated a positive, “can do” attitude regarding assigned duties and responsibilities and/or generally as a University of Mary Washington employee?

**Area Executive Staff Member**

Comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Selection Committee Review**

Selected: Y N