



Finance Division EXTRA MILE AWARD PROGRAM Nomination Form

About

Any full-time or part-time permanent or temporary SHRA (formerly SPA) employee within the [Finance Division](#) who works 20 or more hours per week is eligible for the award, with a few exceptions. The following individuals are not eligible:

- A new or temporary employee is not eligible for an award until they have completed 90 days.
- Once an employee has [received an award](#) they are not eligible for another award the following year.
- Members of the selection committee are not eligible for nomination, nor are individuals in a position of director or above. Further, committee members may not make nominations of others while serving their term on the committee.

Complete information about the Extra Mile Award Program can be found at <https://finance.unc.edu/staff-resources/extra-mile-award-program/>.

Instructions

- Indicate the nominee's name and their department in the spaces provided.
- Include your name, phone number and signature as the nominator.
- More than one person can nominate the same individual on this form. If so, print each nominator's name including their signature in the additional space provided. Check all award categories that apply.
- Write in detail the reasons why the nominee deserves recognition (use a second page if necessary). Elaborate on the specific criteria under which they show exemplary contributions in the categories for which they are nominated. Please note that this form is the only source of information used by the selection committee, so it is important that your narrative fully conveys the basis for your nomination.
- Return a signed hard copy of this form by **Friday, September 16**, to:

Chair of the EMAP Selection Committee

Campus Box 1225

Or scan the signed copy and email to: stan@unc.edu



Nomination Form

Nomination Deadline is **Friday, September 16**

Nominee's Name: _____

Nominee's Department: _____

Nominated By:	Printed Name(s):	Signature(s):	Phone Number(s):
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Please check all categories that apply:

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Accomplishments | <input type="checkbox"/> Customer Service | <input type="checkbox"/> Creativity |
| <input type="checkbox"/> Timeliness & Follow-Up | <input type="checkbox"/> Dedication | <input type="checkbox"/> Cooperation |
| <input type="checkbox"/> Willingness to Help Employees | <input type="checkbox"/> Leadership | <input type="checkbox"/> Reliability |

Write below in detail the reasons why your nominee deserves recognition in each category checked.
Add attachments as needed.