Dear Colleagues:

The Staff Employee of the Year nomination period is now open. All nominations are due by Friday, April 15 at Noon. Details about this program and nomination process are below and on the [HR Intranet](#).

The Staff Employee of the Year award was established in 2010 to recognize significant contributions and excellence in service, innovation, and teamwork by a staff employee. The recipient, who will be announced at the annual Employee Appreciation Celebration Day on Friday, May 13, will receive a cash award of $2,500.00. Please send a nomination letter of no more than 500 words to [IHPHR@mghihp.edu](mailto:IHPHR@mghihp.edu). Please make the subject line of your nomination email: 2016 EOE NOMINATION (Insert Employee Name).

**Eligibility Requirements**
To be eligible for nomination, the individual must meet the following criteria:

- Be a staff employee
- Have at least one year of continuous employment with the Institute
- Have an overall score of no less than 4 on the most recent performance evaluation
- Have a good attendance record
- Cannot have been selected as Employee of the Year in the past three years (past three Employee of the Year recipients were: Jessica Bell, Susan Reynolds, and Jim Vitaglino).

**Award**
The employee selected for this award will receive a cash award of $2,500.00.

**Criteria for Nomination**
The Employee of the Year Committee will select a staff member based on exceptional contributions to the Institute, fellow employees, and the community in the following areas:

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<th>Nominations for Staff Employee of the Year may be based on any one or more of the following:</th>
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<td><strong>Dedication to Duty &amp; Service</strong></td>
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<td><strong>Innovation</strong></td>
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<td><strong>Teamwork</strong></td>
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performance through his or her enthusiasm, collaboration and willingness to go above and beyond his or her responsibilities to achieve results.

| Other Achievements          | For outstanding contributions of significance to the Institute to fulfill its mission. |

**Nomination Process**
Nominations may be submitted by any employee at the Institute, including support staff, managers, administrators, or faculty. Nominations must be submitted electronically and should be no more than 500 words. The letter should be specific with examples of "how" or "why" the nominated employee has significantly contributed and/or exemplify excellence in one or more of the criteria categories listed above. Self-nominations will not be accepted. Nominations may be sent to IHPHR@mghihp.edu. Please make the subject line of your nomination email: 2016 EOE NOMINATION (Insert Employee Name).

**Selection Committee and Process**
The Employee of the Year Selection Committee will be comprised of the two most recent Employee of the Year award recipients, the IHP Human Resources Director, the Staff Council Chair and the Faculty Senate Chair.

If you have any questions about the Employee of the Year program, please contact your department HR Rep.

Sincerely,

Sarah Welch
HR Director