

County Clerical Staff Recognition Awards NOMINATION FORM

The University of Missouri Extension County Clerical Staff Recognition Award honors Extension support staff members who exhibit outstanding performance with the University of Missouri, University Extension and County Extension Councils.

Nominations can be made by an extension employee, a county extension employee, a county council member, an office assistant or by someone else affiliated with Extension. **Clerical Award Committee members cannot be nominated for any awards while serving on the committee.**

I wish to nominate _____ for clerical staff recognition award based on the qualifications identified in the "Criteria for Nomination and Selection."

Nominee information

Position Title: _____
Region/County: _____
Office Address: _____
Employment start date: _____
Office Phone Number: _____

Award category: (may nominate in one category only)

- _____ **Rookie of the Year – 1 Winner - 2 Finalist**
(1-2 years – hired between Jan. 1, 2020 and Dec. 31, 2021)
- _____ **Jr. Clerical Award – 1 Winner - 2 Finalist**
(2-8 years – hired between Jan. 1, 2014 and Dec. 31, 2020)
- _____ **Sr. Clerical Award – 1 Winner - 2 Finalist**
(more than 8 years – hired before January 1, 2014)

Nominee's outstanding performance:

One recommendation letter per applicant must be submitted. This letter can be from a co-worker, council member or other office assistant. The letter should discuss overall performance in one or more job-related areas. (Limit to 2 pages please) Please type this on a separate Word Document and include with application to parsonsmr@missouri.edu

Date submitted: _____
Name and title of nominator: _____
Nominator's phone and address: _____

I am giving permission to the clerical committee to release some or all of the information in the letter of recommendation to the news media, staff, or nominee. Yes No

Evaluations will be done on the recommendation letter, the phone interview and the application.

Return this form by August 31, 2022

Contact: **Marsha Parsons, 116 West Main Street, Union, MO 63084**
636-583-5141 parsonsmr@missouri.edu

For Office Use Candidate# _____
