



AUGUSTA UNIVERSITY EMPLOYEE ADVISORY COUNCIL CLAY ADAMSON FACILITIES SERVICES EMPLOYEE OF THE YEAR AWARD NOMINATION GUIDELINES

This award was made possible by an endowment fund established by the late Mr. Walter Clay Adamson, Sr., retired Director of Facilities Management with Augusta University (formerly MCG), along with supporters and friends. This award was established to honor excellence in job performance and outstanding service by an Augusta University employee in the Facilities Service Division. This prestigious award recognizes an individual who promotes a positive image and continuous improvement, models excellence in quality, customer service, teamwork, interpersonal skills and exhibits an example of professionalism for all.

I. GENERAL CRITERIA:

- a. Nominees must be a full-time Augusta University employee with at least one year of service in the Augusta University Facilities Services Division (senior management, department head positions, and leased employees are excluded).
- b. Nominee may not have any disciplinary actions on file for the previous 12 months.

II. NOMINATION PROCESS:

As you develop the description, you may wish to consider the following questions:

- a. How does this nominee model excellence and outstanding job performance?
- b. How does the nominee stand out from others in regards to teamwork, interpersonal skills and professionalism?
- c. How does the nominee promote a positive image of Augusta University and the Facilities Services Division while serving others?
- d. Considering expected performance, how does this nominee go above and beyond to earn the distinction of consideration for this award?

III. SUPPORTING DOCUMENTATION:

All supporting documentation can be attached to nomination, some examples are as follows:

- a. Examples of employee's outstanding initiative, continuous improvement efforts, resourcefulness, dedication, and/or leadership in performance of job duties.
- b. Examples of significant accomplishments, notable success, or recognition received in meeting important job-related goals.
- c. Letters of support/endorsement (optional).

**FINAL NOMINEE(S) MUST BE APPROVED BY RESPONSIBLE
FACILITIES SERVICES DEPARTMENT HEAD**