



Nicholls State University

*Outstanding Trades Employee Award  
Nomination Form*

The purpose of this award is to recognize a member of the Nicholls Civil Service Community for outstanding service to the University. Emphasis is placed upon excellence and dedication to occupation. All civil service employees in the Skilled Crafts and Service Maintenance are eligible to receive this award.

A **LETTER OF NOMINATION** providing additional information and submission of the **COMPLETED FORM** should be sent to Human Resources. Human Resources will forward the finalist information to Nicholls Foundation.

DATE: \_\_\_\_\_

TO: Nicholls State University Outstanding Trades Employee Award Screening Committee

FROM: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Current Civil Service Position: \_\_\_\_\_

Department: \_\_\_\_\_

Each nomination must be accompanied by at least one letter of recommendation.

The letter of recommendation should contain pertinent information about the nominee such as loyalty, dedication, and personality traits, quality of job performance, as well as reasons or documentation of why the employee should receive the Nicholls State University Outstanding Trades Employee Award.

**Do Not Write In Box.**

**For Human Resources Use Only.**

1.	Years of Service: _____
2.	Chronology of NSU Employment: _____
	_____
	_____
	_____