

Nomination Rules & Guidelines



2021 Nomination Rules

- All nominations must be submitted using the online nomination form found on the [UNCW Staff Award for Excellence website](#). Information other than what is submitted online will not be considered.
 - Each field on the form must be completed in order for the nomination to be considered.
 - Please attach your nomination letter as a PDF or Word Document. [Click here](#) for guidelines on writing a nomination and [click here](#) for a sample nomination letter.
 - All nominations must be submitted by 5:00 p.m. **March 31, 2021.**
 - Please contact Michel Shackelford (shackelfordm@uncw.edu) if you have any questions.
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Seven Award Categories

The Awards Selection Committee reserves the right to change the category of a nomination as appropriate. Categories are:

- 1. Customer Service:**
Provided exceptional service that left the customer fully satisfied with their experience. Exceeded expectations to meet the needs of the customer. Added value to the customer experience.
- 2. Efficiency & Innovation:**
Improved the efficiency of state government services. Established new and/or improved methods, practices, plans or designs resulting in innovation, savings and/or efficiencies. This is an excellent category for recognizing employee suggestions that have been implemented and proven successful.
- 3. Human Relations:**
Made outstanding contributions toward enhancing the quality and morale of the workplace or creating a better public image of state government (such as positive personal interaction with other employees; public awareness; working on relations internally within an agency; or collaboration between different agencies).
- 4. Outstanding State Government Service:**
Exhibited unselfish devotion to duty far and above the normal requirements and contributed significantly to the advancement of state service to the citizens of North Carolina.
- 5. Public Service:**
Made outstanding contributions by participating in or implementing community and public service projects (such as volunteering with various non-profit organizations).
- 6. Safety and Heroism:**
Demonstrated outstanding judgement or courage in an emergency, voluntarily risking his/her life, or exhibited meritorious action to prevent injury, loss of life or prevented damage to or loss of property.
- 7. Spirit of North Carolina:**
Exemplified the state motto "To be, rather than to seem." Mentored others in the pursuit of excellence. Served as an ambassador for the State of North Carolina. This special award is reserved for exceptional circumstances and for accomplishments and achievement of the highest caliber.