The NSC STAR program will recognize peer and/or student nominated employees who not only perform their assigned duties with competence but also go above and beyond in at least one of the following areas:

- **Customer Service** – Constantly and consistently provides service that exceeds the needs of our customers.
- **Collegiality** – Works to accomplish the interests of the institution in a collaborative manner with all campus constituents.
- **Commitment to the Institution** – Demonstrated support of and engagement in the mission of Nevada State College.

### NOMINATION AND ELIGIBILITY GUIDELINES

1. Any NSC employee or student may submit a nomination. There are no limits on the number or frequency of nominations submitted.
2. All NSC employees who are at least half time and who have been employed at NSC for a period of at least 12 months are eligible for nomination. Student workers and temporary employees will not be eligible for the award; however, they are encouraged to nominate colleagues.
3. Once selected for a monthly award, an employee will not be eligible to receive another monthly award for a period of 12 months. Please see the NSC STAR website for a listing of previous winners.
4. Once a nominee is selected for the monthly award, the Office of Human Resources will verify these eligibility requirements, and the direct supervisor will be asked to provide final endorsement of the nomination.

Submit completed forms to the Office of the President via email to Nichole.Miller@nsc.nevada.edu or via fax to (702) 992-2351.

### NOMINEE INFORMATION

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Telephone Number:</td>
</tr>
<tr>
<td>E-Mail Address:</td>
<td></td>
</tr>
</tbody>
</table>

### NOMINATOR INFORMATION

<table>
<thead>
<tr>
<th>Your Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
</tr>
<tr>
<td>E-Mail Address:</td>
</tr>
</tbody>
</table>
NOMINATION

Please provide your testimonial in the space provided below (between 100 -350 words) highlighting the nominee’s contributions in at least one of the selection criteria areas:

- Customer Service
- Collegiality
- Commitment to the Institution

Please limit your testimonial to between 100 and 350 words. Remarks provided below may be used publicly on the STAR Program website.

For Office of the President’s Use Only

Date Received: ____________________