



**HUMAN RESOURCES
MEMORANDUM**

TO: MCCC College Community

FROM: Yolanda DeLoatch, Human Resources Manager

DATE: March 4, 2016

SUBJECT: 2016 Annual Recognition Awards
Human Relations and Community Service

We cordially invite you to nominate one or two of your colleagues for the 2016 Employee Human Relations and Employee Community Service Awards. The award recipients will be announced at the 2016 Annual Employee Recognition Ceremony immediately following the College Assembly on Wednesday, May 18, 2016. Please mark the date.

A nominee for either award must be a full-time MCCC employee for at least two years or a regular part-time employee for at least four years.

A. A Human Relations award candidate should be someone who:

1. Improves human relations on campus through efforts that surpass regular job performance; with behaviors and attitudes that set a standard for others to emulate.
2. Contributes in an extraordinary way to extracurricular student groups, employee programs, associations and activities, or makes a special effort to assist students or staff members.
3. Otherwise promotes positive human interaction, interpersonal understanding, and a vibrant, caring environment at the college.

B. A Community Service award candidate should be someone who:

1. Improves the local community through service and activities beyond regular job responsibilities; through behaviors and attitudes that set a standard for others to emulate.
2. Serves as an outstanding representative of the college in professional or community activities or contributes significantly to the welfare of the community.
3. Leads or participates in extra-curricular community activities which result in a significant benefit to the community.

To nominate a colleague, please complete the following nomination form and return it to Human Resources by ***Friday, April 08, 2016.***

MERCER COUNTY COMMUNITY COLLEGE

In the space below, explain why you consider the nominee's activities or contributions outstanding and worthy of recognition. Describe specific examples of his or her contributions to human relations on campus or community service as defined by the award criteria.

A. EMPLOYEE HUMAN RELATIONS AWARD NOMINATION 2016

Nominee _____ Title or
Position _____

B. EMPLOYEE COMMUNITY SERVICE AWARD NOMINATION 2016

Nominee _____ Title or
Position _____

I hereby nominate the above-named colleague(s) as candidate(s) for the Mercer County Community College Employee Human Relations and/or Community Service Award based on the defined criteria.

Signature of Nominator

Date

Please send your completed form to Kelly Greene AD 101 by Friday, April 08, 2016. The Employee Human Relations and Community Service Awards Selection Committee will select the recipients.