

# True Blue Outstanding Employee Award

**Description:** The True Blue Outstanding Employee Award is given each year to recognize an employee who has provided extraordinary service the College of Humanities and Social Sciences. \*Eligible positions for this award include academic advisors, business assistants/managers, directors, program coordinators, production/staff assistants, and system administrators. The nominees should consistently contribute to their programs and college by carrying out the responsibilities of their job in an exceptional manner. Nominees must have at least two years of eligible service (benefit-eligible position working 50% time or greater) at Utah State University and be a current employee.

**Nomination Materials:** A one page, double spaced, nomination letter from the department head or director and a current resume.

**Due Date:** Nominations are due to the Humanities and Social Sciences Dean's Office by noon on Monday, November 6, 2017 (part 1-2). Portfolios are due from the three finalists only by Friday, December 8, 2017 (part 3). The nominee is responsible for a strong portfolio.

Part 1: A letter of support from the department head or designee, consisting of no more than one single-spaced page, one inch margins, 12-point TR font.

Part 2: A current C.V. and/or résumé, as appropriate, from the nominee.

Part 3: Supporting material: Additional letters of support (not to exceed ten pages)

**Recognition:** Recognized at the College Awards Ceremony. Portfolio is forwarded to the Office of Human Resources for consideration of the University Employee of the Year.

\*Please inquire if you have questions about eligibility. This award is intended to apply broadly to USU employees who are not faculty or senior-level administrators.