

# OUTSTANDING EMPLOYEE



THE UNIVERSITY of TEXAS  
MEDICAL SCHOOL AT HOUSTON

*A part of The University of Texas Health Science Center at Houston*

INTER-OFFICE MAIL

Outstanding Employee Awards Committee

Dawn Alvarado  
Faculty Affairs  
MSB G.300

The **Outstanding Employee Award** is presented quarterly to University of Texas-Houston employees who go beyond that which is expected in their job responsibilities.

To be eligible for the Award, a nominee must be a fulltime-classified University of Texas Houston Medical School Employee (includes LBJ and MSI) for a minimum of one year. UTH-General classified employees who work exclusively in the Medical School are also eligible.

Previous recipients are excluded for a period of three (3) years.

**Co-workers, patients or family members** may make nominations for the Outstanding Employee Award. A committee of seven (7) Medical School employees selects awardees. Most recipients are selected on the basis of only one nomination, so your nomination can be a team effort.

To nominate someone for the award, simply write a narrative explaining why your candidate deserves the award. In your narrative, you should address the following areas in addition to others.

- How the employee exceeds job responsibilities to meet the needs of the Department the patients or the Medical School.
- How co-workers or patients feel about your nominee.
- Specific talents or skills.
- How individual is customer-oriented in duties
- How individual excels in building teamwork
- Extra projects or activities at UT-Houston with which your nominee has been involved.
- Community involvement

Nominations should be as **detailed** as possible to enable the award committee to get a good look at the nominee. See the ERC website at [http://www.uth.tmc.edu/ms\\_erc/employee\\_awards.html](http://www.uth.tmc.edu/ms_erc/employee_awards.html) for examples of nominations from previous recipients.

Nominations remain active for a period of six (6) months, but can be extended for an additional six months.

## Examples

- *This employee works by the creed that “the buck stops here” and persists to address the questions or concerns of any caller or visitor.*
- *Is generous with his/her time and tenacious when solving complex problems. Since beginning his/her employment with our department has completed a Master of Science degree, adding to his/her already considerable skills.*
- *Is involved in the charity program called “Adopt a Family” and has spent numerous hours staffing fund raising events and food distribution activities.*
- *An example of this employee’s commitment occurred approximately 6 months ago when our division failed to mail out a grant on time. This employee took the grant to the airport to have it delivered by same day mail. He/she also arranged for a friend on the delivery end to deliver the grant to the funding agency.*
- *For those of us who know him/her, I’m sure we would all agree they hold a “Bachelors of Art in Humanitarianism”*
- *This employee does not believe in releasing what he/she calls a “bad” job. He/she is well aware a poor job is a reflection on his/her performance as well as the department. Many times I have heard a staff member say “you really saved me today”. Thank you!*

Completed nominations should be returned via inter-office mail to **Dawn Alvarado, MSB G.300** or via email: [Dawn.Alvarado@uth.tmc.edu](mailto:Dawn.Alvarado@uth.tmc.edu).

Committee members are not eligible during their committee tenure. The deadline for receipt of nominations for each quarter is:

**December 15th**

**March 15th**

**June 15th**

**September 15th**

If you have any questions about the Outstanding Employee Awards Program you can contact **Dawn Alvarado at (713) 500-5103.**

# I Nominate

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ EOD: \_\_\_\_\_

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

**In the space below, please provide a brief narrative. Attach additional documentation as needed.**

◆ **How individual exceeds job responsibilities (beyond the call of duty):**

◆ **How individual efficiently carries out duties:**

◆ **How individual excels in building teamwork:**

◆ **Special talents/skills possessed by individual:**

◆ **How individual is customer-oriented in duties:**

◆ **Other**

Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Extension: \_\_\_\_\_ Date: \_\_\_\_\_