



Graduate Division Staff Recognition Certificate Program

University of California, Berkeley

Deadline: Nominations received by December 1 will be considered for January awards. Nominations received by May 1 will be considered for June awards. Completed forms should be sent to Moira Perez, Graduate Division, Office of the Dean, 424 Sproul Hall #5900.

Name of nominee: _____ Employee ID: _____

Job title: _____

Unit department name: _____

Provide a brief description (2 paragraph limit; attach a separate sheet if more space is required) of the specific reason for nomination and linkage to one of the award criteria indicated below:

Eligibility for award (both boxes must be checked):

- The employee is from the Graduate Division.
- The nominee has a rating of satisfactory or above and has no outstanding disciplinary actions.

Nominator name*: _____ Signature: _____ Date: _____
(mm/dd/yy)

Nominator's unit: _____ Contact address: _____

Email address: _____ Phone: _____

Supervisor name: _____ Signature: _____ Date: _____
(if other than nominator) (mm/dd/yy)

Next level manager name: _____ Signature: _____ Date: _____
(mm/dd/yy)

For Office Use Only:

- Certificate of recognition is approved (copy to be placed in nominee's personnel file).
- Certificate of recognition is denied (copy of form to be returned to nominator).

Reason for denial:

Recognition award administrator name: _____ Signature: _____

Job title: _____ Date: _____
(mm/dd/yy)