

Spot Award Nomination Form

STEP ONE: Nominee's Information - Please provide the following information for the employee being nominated.

Name	Job Title	Department

STEP TWO: Nomination Reason - Please provide a brief description of why your nominee should receive this award. Provide specific examples that support one or more of the award criteria.

STEP THREE: Nominator's Information - Please provide contact information about yourself.

Name	Department	Email Address	Phone number

STEP FOUR: Email form to SpotAward@dornsife.usc.edu for consideration

STEP FIVE: Dornsife Human Resources Review *(For HR Office Use Only)*

Eligibility for award (all three boxes must be checked):

- Nominee is on USC active payroll at the time of the nomination.
- Nominee has a rating of "meets expectations" or above and has no outstanding disciplinary actions.
- Nominee has satisfactory attendance record.

Award Approved **Award Denied**

Reason for Denial: _____

Human Resources

Name: _____ Signature: _____ Date: _____

Please submit this form to spotaward@dornsife.usc.edu