



## MARY G. BINDER PRIZE NOMINATION CRITERIA AND PROCEDURES

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The Mary G. Binder Prize recognizes a member of the College's nonexempt (hourly paid) support staff who is known for providing exceptional service to HMC faculty, students and staff in a manner that is respectful, helpful and friendly. The recipient of the prize receives a \$750 award and a commemorative certificate. The recipient will also have his/her name added to the Mary G. Binder Prize plaque located in the foyer of Galileo Hall. The recipient will be honored at the end-of-the year celebration in May.

There is no limitation on the number of times an individual may be nominated; however, previous nominees who were awarded the Mary G. Binder prize are ineligible and their names do not appear on the list.

**NOMINATION CRITERIA:** Nominees should be known for:

- Caring about the community
- Treating others with respect
- Being willing to help others by offering suggestions, information or assistance
- Carrying out his/her job responsibilities effectively
- Having an exemplary attendance record
- Having an exceptional service record

### **NOMINATION DEADLINE AND PROCEDURE:**

- **Deadline:** Nominations will be accepted through **Tuesday, March 31, 2015.**
- **Nominations and Selection:**
  - Please submit nominations in writing and include a description of how the nominee meets as many of the above criteria as possible.
  - While the selection committee will accept petitions, they are not recommended since petitions do not carry the same weight as nominations in which the nominator explains how the nominee meets the criteria.
- **How to Submit a Nomination:**
  - Nominations may be submitted by:
    - Email to [cbeckwith@hmc.edu](mailto:cbeckwith@hmc.edu)
    - Paper – deliver or mail to Cynthia Beckwith, Human Resources, Kingston 127
    - Online at [http://hmc.formstack.com/forms/2015\\_binder](http://hmc.formstack.com/forms/2015_binder)
  - Submissions will be reviewed by the Mary G. Binder selection committee: Theresa Lauer, F&M; Miguel Ruvalcaba, Dining Services; Bill Daub, Chemistry; Lisa Sullivan, HSA and Christie Zeeb (student representative).

### **QUESTIONS AND ASSISTANCE:**

If you experience difficulty accessing the list of eligible employees, need assistance or would like to confirm someone's eligibility, please contact me at [cbeckwith@hmc.edu](mailto:cbeckwith@hmc.edu) or extension 18512.