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Delaware Award for Excellence

And Commitment in State Service

**Nomination Form**

**Instructions:** This is a fill-able Word form. Type in the shaded areas which will expand as you type. Feel free to cut and paste information. To save the document, go to the file menu, select “Save As,” select the folder you wish to save the document in, rename the file to include your department name, and then click save.

**All relevant fields must be filled in or the nomination may not be accepted.**

**Date of nomination:**

**Nominee’s name (as it should appear on a certificate and in the program):**

**If different, name as it should appear on a name tag (e.g. nick name):**

**Phonetic spelling (to ensure correct pronunciation during ceremony):**      For example:TamaraBarowski (TAM-a-ra Ba-ROFF-skee) or Michael Nguyen (Michael WIN)

**Preferred Pronouns**

**Employee ID:**       **Nominee’s** **Dept/Div/Sect:**

**Nominee’s Job Title and Pay Grade**:

**Nominated by:**

**Relationship to nominee (e.g. supervisor, peer…):**
**If relevant, phonetic spelling of nominator’s name (s):**

**Preferred pronouns**

**Was the employee part of a larger group or team who should be acknowledged and/or invited to the ceremony?**  [ ] Yes [ ]  No

**If yes, provide name of team and contact information.**

**Please summarize the contribution(s) of the nominee that led to this nomination:**

**Endorsement:**  Nominations must be accompanied by an endorsement from the cabinet secretary or agency head. Endorsements may be submitted as PDFs, Word documents, or as an email sent to the agency coordinator who then attaches it to the submitted nomination.

**Submissions**: Nominations should be submitted by agency coordinators with endorsements from their agency head by January 31, by 11:59 p.m. via email to Statewide\_Training@delaware.gov with the subject heading **Delaware Award for Excellence.**

**For Further Information or Questions Contact:**Department of Human Resources/Training and HR Solutions, Tel: 302-739-1990 or visit our website at [DHR - Statewide Recognition Program (delaware.gov)](https://dhr.delaware.gov/training/award/)