



This document provides an overview of the [Staff Nomination Form](#) questions, which must be completed to officially nominate staff members. For questions about these items, please contact excellence.awards@utsa.edu. Please note that all awards require nominee information to include full name, email address and supervisor information. This information can be found by hovering over the nominee's profile in Teams and clicking the organizational chart icon.

THE EXTRA MILE AWARD

Recognizes an **individual staff** member with **(3) three years or more of continuous service** with UTSA and who has taken the initiative to contribute to the success of UTSA through his or her outstanding contributions at work. Extra efforts demonstrated in their accomplishments, timeliness, and follow-through, willingness to help fellow employees; provide good customer service with creativity, dedication, cooperation and reliability. He or she has performed at a level above and beyond normal job requirements that have resulted in furthering the department's and UTSA's goals and mission.

NOMINATION QUESTIONS

1. Does the nominee have three years or more continuous service with UTSA?
2. How has the nominee demonstrated outstanding work and performed at a level above and beyond normal job requirements to contribute to the success of UTSA?
3. Provide a specific example of how the nominee has shown greater effort in their accomplishments, timeliness, and follow-through in their role.
4. In what ways has the nominee demonstrated a willingness to help fellow employees and provided excellent customer service with creativity, dedication, cooperation, and reliability?
5. How has the nominee's performance aligned with and contributed towards the department and UTSA's goals and mission?
6. Please take a moment to summarize in 2-3 sentences why this person/team should be considered for this award. This information will be shared at the ceremony should the nominated employee or team be selected as an award recipient.