



STAR Nomination Form Instructions

Step 1: Obtain a Star Nomination Form

Star Nomination forms are located:

- ☆ In the Office of Human Resources
- ☆ On the first floors of most CSU buildings
- ☆ On CSU HR website (effective February 15, 2010)

Step 2: Complete the Star Nomination Form

- ☆ Under the **Nominee section**, the following fields **must** be completed – Nominee’s name; department; and date of nomination.
- ☆ Complete all information in the Nominators section
- ☆ Indicate your classification
- ☆ Indicate your relationship to the person you are nominating.
- ☆ **Tell us why this person is a STAR!** Clearly explain why you believe this person is a STAR employee.

Step 3: Submit the STAR Nomination Form

Return you completed form to the Office of Human Resources:

- ☆ Email (HR@CSU.edu)
- ☆ Send in a sealed envelope to the Office of Human Resources (OHR), Cook Administration Building, 203

You will receive confirmation of receipt of your nomination via e-mail.

General Information About the STAR – Employee Reward & Recognition Program

- ☆ Full-time CSU employees are eligible for nomination excluding Faculty and Executive level Administrators (Assistant Director and above)
- ☆ All nomination information will be held confidential by the Employee Recognition Committee. If you want the person you’re nominating to know about the nomination, you will need to inform them.
- ☆ Nominations will be accepted January - November. **Nomination deadline is 5:00pm on the 27th of every Month, excluding the month of December.**
- ☆ Nominations will not be carried over to the next nomination period. If you nominate someone that is not selected as a winner, you will need to resubmit the nomination if you want them considered again.
- ☆ STAR award winners will be announced on the HR Website and Interoffice Communication

IMPORTANT!! It is important that you take the time to supply as much information as you can on the nomination form. It is wonderful that you are taking the time to nominate someone but the committee can only consider the information you supply on the form in their selection process. Please take your time to nominate someone today. If you have additional questions, please contact the OHR at 773.995.2040.

Thank You for participating in CSU’s Employee Reward & Recognition Program.