



Nomination Instructions for **DTI Stellar Staff**

Nominations are due March 31st

Purpose of the Award

The FCPS Department of Technology Infrastructure (DTI) Stellar Staff award recognizes outstanding members of the FCPS DTI staff.

Nominators

A FCPS DTI staff member may be nominated for this award by:

- any FCPS employee
- a student or former student
- a parent/guardian

Nomination Criteria

- Nominees must be/have been a full-time FCPS DTI staff member during the period being considered
- Been a full time FCPS employee for at least two years - does not have to have been with DTI for entire time
- and:
 - Take initiative to go beyond the basic job duties
 - Demonstrate exceptional skill and dedication within the total body of work
 - Customer Service
 - Technical Knowledge
 - Security
 - Asset Management
 - Project Management
 - Communicating with stakeholders
 - Contribute to the mission and vision of the school system
 - Are respected by their co-workers
 - Demonstrate an attitude and manner that has a positive effect on others
 - Exhibit exemplary attendance

Award program details

Period

- Nomination period runs from post end of previous school year thru March 31st of current school year.

Process

- Nominators
 - Nomination application (see below)
 - Submit a typed summary (one page max) describing how the nominee meets the nomination criteria
 - Letters of support from others are optional, but if so should follow the same typed summary
 - Nominations are due by March 31st of current school year.
 - Submit nominations as an attachment to DTI.StellarStaff@fcps.org
- Supervisor
 - Nominations will be shared with immediate supervisor for confirm/deny moving forward
- Committee
 - The Stellar Staff Committee will review all nomination materials, rank the nominations, and select from zero (0) up to the top five (5)
- Award and Recognition
 - Presented at the end of the school year DTI meeting

Nomination Application

Nominee's Name _____

Employee's Position _____

Work Location _____

Number of Years as an Employee of Frederick County Public Schools _____

Nominator's Name _____

Work Location (if nominator works for FCPS) _____

Email Address _____ Daytime Phone _____

Relationship to Nominee _____

Approval of Supervisor

By signing this form, I agree that this support employee is deserving of this honor.
