Citations for Award of Merit Nominations

A citation must be included with the nomination form and letters of support at the time of submission. This brief highlight of the employee’s achievements will be used in the Employee Recognition Award Ceremony booklet and presentation. Citations should describe the employee and the merits for which they are being recognized.

To develop your nominee’s citation, we suggest looking over the Recipient Criteria listed below and use it to draw examples and highlights of their achievements. Letters of support may also provide a reference for good source material. Please note that portions of your citation will be read aloud during the ceremony by the nominee’s unit leader.

Though you might like to offer many highlights and examples, we ask that you keep these brief and a maximum of 100 words. Any citation longer than 100 words will be edited down. To prevent important details about your nominee from being omitted, please keep your citation at or below the maximum 100 word length. A sample citation is offered below.

Recipient Criteria

1. Overall excellence in all aspects of work performance
2. Consistent delivery of user responsive service
3. Creativity in problem solving and initiative
4. Commitment to individual development and fostering growth
5. Promotion of morale by leadership, teamwork, and enhancing work environment
6. Sensitivity to diversity and affirmative action accomplishments

Award of Merit Citation Sample / 100 words

As Director of UIC Employment Services, _______ has been a creative problem-solver, who consistently demonstrates excellence in the efficiency, productivity, and quality of her work. She is well known and highly regarded not only for her responsiveness, keen knowledge of civil services rules and practices, thoroughness and accuracy, but also for her pleasant, kind, and calm demeanor. _______ helps everyone with whom she works perform better. Her creativity in solving problems not only saves the University considerable expense and time, but also strengthens relationships with outside agencies and organizations. _______ is an exceptional employee who deserves UIC’s Award of Merit.

For questions, please contact Rebecca Fortier in the Office of Special Programs in UIC Human Resources at 312.413.2960 or rfortier@uillinois.edu.