

Northwestern University Commendation for Exceptional Service

If a University employee has provided you with exceptional service, we would like to recognize that person formally. Please complete this form to acknowledge that employee. Thank you.

Name of nominee (please print)

His/ Her department

His/ Her supervisor (if known)

Reason for nomination (be specific and include date of occurrence)

Employees receive a copy of qualifying nominations.
If you wish to remain anonymous, please check here.

The following information must be provided in order for the nomination to be considered.

Your name

Phone

Street address

City

State

Zip

Signature

Date

___ Faculty ___ Parent ___ Staff ___ Student ___ Other _____

Please mail to Northwestern University, HR Development, 555 Clark St. 3rd Floor, Evanston, IL, 60208-1225