



**Northern Illinois University**  
**Finance and Facilities**  
**Finance and Facilities Awards Recognition (FFAR)**

**Purpose:** To recognize those Full-time, Part-time, Extra Help and student employees working in Finance and Facilities who go **FFAR** to excel above and beyond their regular job duties. (Unlike those individuals you may wish to nominate for “Employee of the Quarter”, these individuals may have had a hand in assisting with a short term project or may have been extra helpful in the department during a certain day.)

**Who May Nominate:** Any Finance and Facilities employee is invited to nominate a fellow Division employee (does not need to be within your own department) for this recognition.

**Procedure:** Complete the “Finance and Facilities Awards Recognition (FFAR) Nomination form. Forward completed nominations to:

**Employee Services and Human Resource Development (ESHRD)**  
**Division of Finance and Facilities**  
**Attention: SEC Recognition Committee Chairperson**  
**Holmes Student Center, Room 208**  
**Fax: (815) 753-3335**

The Service Enhancement Committee (SEC) Recognition Committee will review the nomination forms monthly and individuals selected will be greeted in their office by a member of the committee, who will present the individual with a pin of recognition, will have their names listed in the Finance and Facilities newsletter and will be recognized during the Finance and Facilities Spring Division event. Nomination forms are due the first of each month.



