

Exceptional Support Award Nomination Form

Information

Nominee's Name _____

G# _____ Department _____

Supervisor's Signature _____

Department Head's Signature _____

Has this employee received any monetary or non-monetary awards this fiscal year?
Yes ___ No___ If so, what was the amount/value? _____

Criteria

- Nominee must be a University employee for at least one year
- Provides support to ensure that the functions and operations of the nominee's department run smoothly
- Demonstrates quality customer service to internal and external customers with responsiveness in a timely and appropriate manner
- Gets results by identifying, creating, and implementing innovative solutions to improve the way work is done, making it easier, more efficient, and/or less costly
- Contributes to the success of colleagues by sharing applicable knowledge and expertise

Information

Please attach a brief citation of approximately 65-70 words describing the achievements of the nominee and how he/she meets the criteria.

In writing the citation copy, please compose it to be read aloud easily at the ceremony. Keep in mind that the award will be displayed on the recipient's wall—ask yourself how you think the recipient would want to be remembered for his/her accomplishments.

In addition, please consider including several letters of support which describe how the nominee meets the criteria.

**Send the completed form, attached citation, and letters to:
The Reward & Recognition Office, Human Resources, MSN 3C3**

