

Team Excellence Award Nomination Form

Information

Nominated Group or Team _____ Department _____

G#'s _____

Supervisor's Signature _____

Department Head's Signature _____

Criteria

Nominee should demonstrate positive results in one or more of the following categories:

- Teamwork and collaboration with other groups/departments
- Cost and time effectiveness
- Exceptional customer-oriented service
- Expansion and dissemination of knowledge
- Healthy and supportive work environment
- Community outreach
- Staff enrichment through mentoring
- Improved safety standards

Description

Please attach a brief citation of approximately 65-70 words describing the group's achievements and how they meet the criteria.

In writing the citation copy, please compose it to be read aloud easily at the ceremony. The winning group will most likely display the award in their office, so ask yourself how you think the group would want to be remembered for their accomplishments.

In addition, please include at least three letters of support which describe how the nominated group meets the criteria.

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

