**NOMINATION FORM**

**REFERENCE YEAR: JUNE 1, 2013 TO MAY 31, 2014**

Name of person nominated (Last, First): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty / Department / Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Has the supervisor been notified? 🞎YES 🞎NO

Name of Nominator (Last, First): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty / Department / Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Nominator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list the names and titles of the three (3) referees who have provided supporting documentation.

|  |  |  |
| --- | --- | --- |
| Name | Title and Department | Email |
| Name | Title and Department | Email |
| Name | Title and Department | Email |

A complete nomination consists of the following:

* Nomination form
* Description of outstanding contribution
* A maximum of three (3) letters of reference / support (each letter should not exceed 1 page in length)

N.B.

*The ‘Description of outstanding contributions’ form must be included or the nomination will not be considered.*

*Please note that handwritten submissions will* ***not*** *be taken into consideration.*

*Each letter should* ***not*** *exceed 1 page in length. All materials sent in addition to what is mentioned above will not be taken into consideration.*

Submit all materials in one envelope to: Principal’s Awards

 Human Resources

 688 Sherbrooke Street West, Suite 1520

**Deadline to submit: August 18, 2014 at 5:00 p.m.**



**DESCRIPTION OF OUTSTANDING CONTRUBTION**

For each criteria, please describe in 60 words or less, the employee’s contribution:

* Customer Service / Service Excellence *(An employee’s performance has a positive impact which is admired and valued by others, eliciting consistent and favorable reactions from customers / clients.)*
* Quality of Work (*An employee’s consistent performance and commitment that makes significant contributions towards the effectiveness of the unit or University.)*
* Initiative / Innovation *(An employee who uses new and original methods of contributions that are outstanding and/or of great distinction. )*
* Teamwork *(An employee’s understanding and use of the best skills of each team member in a harmonious environment that promotes mutual respect and collaboration.)*
* Service to the Community *(An employee who engages with the community-at-large and who goes above and beyond the requirements of the job by demonstrating and anticipating community spirit in the best interests of the University.)*
* Sustainability *(An employee who works collaboratively and demonstrates leadership with regards to campus sustainability)*

*\*\*All nominations and corresponding forms will be kept confidential before, during and after the selection process*.

