**PRINCIPAL’S AWARDS**

**ADMINISTRATIVE AND SUPPORT STAFF**

**Nomination period: APRIL 1, 2019 TO MARCH 31, 2020**

This Program is designed to recognize outstanding work and contributions and a total of $25,000 in prizes is awarded annually!

All nominations are evaluated and one award of $5,000 will the granted for **each** of the following five categories:

* Management and Excluded
* Clerical
* Technical/Library Assistants & Nurses
* Trades and Services
* Team projects (prize is shared among the team)

The award also includes public recognition at the Fall Convocation ceremony and a luncheon with the Principal and Vice-Chancellor.

To increase the chances of your nominee’s selection, use examples of employee’s performance. Your nomination need not be lengthy, but it must be specific. Decisions on the vote will be made evaluating these criteria:

* **Quality of Work:** Demonstrates exceptional ability in the tasks associated with the position, consistently displays a high level of motivation, willingly assumes additional responsibilities.
* **Customer Service Excellence:** Relates in a consistently courteous and helpful manner to faculty, students, fellow employees and University guests.
* **Initiative:** Suggests improvements in methods/procedures to increase the overall efficiency of University operations.
* **Innovation/Creativity:** Supports open-mindedness, promotes a creative culture in the work place, thinks *outside the box*, demonstrates problem solving abilities and finds innovative and creative ways that are advantageous to the work environment
* **Teamwork:** Builds strong relationships, increase importance of cross-cultural collaboration, promote team culture, lead by example, build trust and respect and cultivate open communication**.**
* **Service to the Community:** Builds a common culture that promotes volunteering and promotes healthy workplace practices.
* **Sustainability:** Makes a significant contribution to the University. Encourages sustainable behavior, best practices and supportive of workplace environment initatives.

Unsubstantiated nominations will not be considered. Remember, the Advisory Committee may not know your nominee personally; their vote will be based on the details you provide.

***Please note: Nominators are required to complete a separate form for each nomination including team project.***

*Revised: March 9, 2020*