



## PRINCIPAL'S AWARDS FOR ADMINISTRATIVE AND SUPPORT STAFF

### Nomination Form Reference Period: April 1, 2020 to March 31, 2021

#### NOMINATION PROCESS

To nominate an employee for an *individual* or *team award*:

1. Complete the general information section for *nominee*, *nominator*, and *supervisor*.
2. Tell us why you think the nominee (or team) should be considered for the Principal's Award
3. Select criteria that best exemplifies the nominee(s).
4. Write a statement that demonstrates the criteria selected.

Submit all nomination materials to [staffing.hr@mcgill.ca](mailto:staffing.hr@mcgill.ca) by August 13, 2021. *N.B. You may not nominate yourself.*

#### 1. GENERAL INFORMATION

Nominee Information
Name (Last, First):
McGill ID Number:
Faculty/Department/Unit:
Prize Category:

Nominator Information
Name (Last, First):
Position Title:
Faculty/Department/Unit:
Email/Phone:

Supervisor Information
Name (Last, First):
Position Title:
Faculty/Department/Unit:
The supervisor has been notified <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**2. In a few sentences, please tell us why you think the nominee or (team) should be considered to win the Principal's Award.**

**3. Which of the following criteria does your nominee (or team) best exemplify. Select all that apply:**

- 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 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 encourages volunteering and promotes healthy workplace practices.
- Sustainability:** Makes a significant contribution to the University. Encourages sustainable behavior, best practices and supportive of workplace environment initiatives.

**4. Describe how your nominee (or team) demonstrates the criteria selected and how it benefits both the unit/department and the University. (Use a separate page, which follows, if needed)**

