



PRINCIPAL'S AWARDS FOR ADMINISTRATIVE AND SUPPORT STAFF

Nomination Form

Reference Period: April 1, 2021 to March 31, 2022

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 by *August 5, 2022*.

N.B. You may not nominate yourself

1. GENERAL INFORMATION

Nominee Information

Name (Last, First):

McGill ID Number:

Faculty/Department/Unit:

Position Title:

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 Yes 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 if needed)