



**PHYSICAL FACILITIES  
2008-09 EMPLOYEE RECOGNITION PROGRAM  
NOMINATION FORM**

Name of Nominee: \_\_\_\_\_

Job Title: \_\_\_\_\_

Where Employed: \_\_\_\_\_  
Department, Division, or Unit Work Phone #

Nominated by: \_\_\_\_\_  
Print Name(s) Signature(s)/date

I prefer to remain anonymous.

**An employee may be nominated in one or more of the categories listed below. Please place a check in the blank to the left of each description below the category (ies) you believe fit the nominee. The categories listed will be used as a guide when final selection is made.**

- Customer Service – Internal/External to Physical Facilities** Demonstrates exceptional customer service, an on-going commitment to customers, innovation, or creativity in customer service, and continuous improvement in customer relations.
- Going Above & Beyond** Contributes by proactively working beyond the boundaries of the scope of their everyday positions. Demonstrates commitment to the achievement of departmental and University goals through dependability, accountability, and dedication to continuous improvement, and exhibits a desire to be helpful and courteous toward others.
- Creativity/Innovation** Makes exceptional efforts toward enhancing the department's/division's/University's operational effectiveness through creativity, innovation, and continuous improvement. This individual shows creativity and adaptability to new or changing situations or requirements by responding with practical new approaches and goes beyond routine responsibility to ensure the delivery of excellent service.
- Teamwork** Works effectively to create a team environment that promotes communication, trust, cooperation, and a respect for differences in working toward building collaborative relationships across different workgroups and departments. Places team goals above personal goals while working toward the achievement of departmental and University initiatives.
- Ambassadorship** Demonstrates high morale, enthusiasm, congeniality, and supportive attitude in contributing toward the accomplishment of stated initiatives and enhancing the image of Physical Facilities and the University overall. Employees in this category respond creatively to challenges, maintain the highest standards in their work, establish productive working relationships, and promote a respectful and supportive workplace.
- Leadership** Serves as a role model in fostering communication, cooperation, and teamwork among co-workers. Exhibits a willingness to share knowledge, an ability to identify obstacles to achievement and implement solutions, while creating an atmosphere that encourages positive attitudes, open communications, and innovative thinking. Inspires commitment and excellence in others by maintaining high personal standards of conduct.

**Please include a written recommendation for the nominee in the space below.**

**FAILURE TO COMPLETE ALL SECTIONS OF THE NOMINATION FORM  
MAY RESULT IN INELIGIBILITY.**

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**WRITTEN RECOMMENDATION**

**(Please be as specific/detailed as possible. You may use additional sheets if necessary.)**

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