

Team Recognition Nomination Form

I wish to nominate the following Team:

Name of Team: _____

Name of broadbanded staff team members	Department	Campus Address	Phone #

The criteria examples should be considered as a guide for making nominations for the Team Recognition Program. **Examples must include meritorious service within but not limited to the last year. Deadline: March 13, 2015.**

Signature of Nominator(s)

Campus Address

Printed Name of Nominator(s)

Nominator's Phone Number

Return to: *Staff Senate, C/O Kelly Bisek, Student Loan Service Center, East Bison Court.* Please type or print legibly.

Valuable contributions or services provided by the nominees to their department over and above their core job requirements:

- Integrates information or equipment for greater efficiency or use
- Works to eliminate unnecessary actions or steps for delivering services
- Develops procedures minimizing customer time and resource usage
- Develops new work strategies to reduce waste and save time and money

Nominee's working relationships with the public and with other departments

- Helps others beyond general job requirements
- Receives unsolicited thank you or appreciation letters for work done
- Is exceptionally courteous, even tempered, and cooperative

Nominee's working relationship with fellow workers

- Helps others beyond requirements of job
- Contributes to a team-oriented, supportive working environment
- Is always friendly, courteous, and cooperative

Additional Pertinent Information: