

2018 President's Award for Service Excellence or Creative Initiative CALL FOR NOMINATIONS

The UNBC President's Award for Service Excellence or Creative Initiative officially acknowledges an individual or group's contribution to overall excellence in service or the implementation of a new program or idea that results in increased productivity and/or cost savings, and supports the overall strategic priorities of the University. All administrative and support employees are eligible for this award under one of the following two categories:

Category I: Service Excellence

Recognizing:

- Individual/group accomplishments
- Resourcefulness
- Responsiveness
- Dedication to fostering employee relations
- Commitment to high standards
- Exceptional customer service

Category II: Creative Initiative

Recognizing:

- A new idea leading to restructuring operations that improve efficiency
- A unique approach to work resulting in above average productivity
- A new program or idea leading to significant cost savings to UNBC

Two awards will be given each year consisting of a cash honorarium and letter of recognition.

Criteria:

All administrative and support staff employees of UNBC are eligible to be nominated for these awards as either an individual or group, provided each candidate has served a minimum of 12 consecutive months prior to the nomination and remain a current employee at the time of recognition. Nominations are accepted from staff, faculty, senior administration and students of UNBC, however, each individual or group must be nominated by at least three (3) people and have the Supervisor's support to be considered eligible.

The Employee Recognition Awards Selection Committee, consisting of representatives from each of the employee groups at UNBC, will review the nominations and recommend deserving recipients.

Deadline:

Nomination forms are available on the Human Resources website <https://www.unbc.ca/human-resources/performance-feedback>. Nominations must be returned to Brittany Smith via Human Resources, no later than **12:00pm on Monday, October 29, 2018**.

For further information about this program, please contact Brittany Smith by phone at (250) 960-5431 or email brittany.smith2@unbc.ca.

Please check the box beside the category under which you are submitting this nomination form.

Category I: Service Excellence

Recognizing:

- | | |
|---|---|
| <input type="checkbox"/> Individual/group accomplishments | <input type="checkbox"/> Dedication to fostering employee relations |
| <input type="checkbox"/> Resourcefulness | <input type="checkbox"/> Commitment to high standards |
| <input type="checkbox"/> Responsiveness | <input type="checkbox"/> Exceptional customer service |

Category II: Creative Initiative

Recognizing:

- A new idea leading to restructuring operations that improve efficiency
- A unique approach to work resulting in above average productivity
- A new program or idea leading to significant cost savings to UNBC

Nomination:

Nominations are accepted from staff, faculty, senior administration and students of UNBC. Each nomination must be signed by at least (3) three employees or students. It is also required that the Supervisor supplies their support for this nomination. Electronic approvals are acceptable. All nominations will remain confidential.

We, the undersigned, would like to nominate:

Name of Candidate: _____

Department: _____

Phone: _____

Position/Title: _____

Nominated By: _____

Position/Title: _____

Department: _____

Phone: _____

Signature: _____

Nominated By: _____

Position/Title: _____

Department: _____

Phone: _____

Signature: _____

Nominated By: _____

Position/Title: _____

Department: _____

Phone: _____

Signature: _____

Supervisor's Support

Please fill out the information below, you may use the comments section, attach an email or letter to be included with this package before submitting to Human Resources. Please note, electronic approvals are acceptable.

I support the above nomination

I do not support the above nomination

Nominated By: _____

Position/Title: _____

Department: _____

Phone: _____

Signature: _____

Date: _____

Comments

Nomination Statement:

Please detail the candidate's/candidates' qualifications for this award by completing the information below.

Please state why you feel the candidate/candidates you are nominating should be a recipient of this award based on the given criteria:

(If more room is required, please attach additional information to this form.)

Cite specific example(s) of how the candidate's/candidates' achievements for this award were exhibited:

In what way(s) has the contributions of the candidate/candidates impacted your work environment?

How do the contributions of the candidate/candidates support the strategic priorities of UNBC?