



Building Operations Staff Excellence Awards

NOMINATION FORM

There are two pages to this nomination form. Please complete both pages and send them to the Staff Excellence Award Committee via the methods listed below. ALL NOMINATIONS WILL REMAIN CONFIDENTIAL, however **nominators** will be sent email confirmation of receipt of submission. There is no limit to the number of nominations an employee may submit; however self-nominations will not be accepted.

Please check **ONE** box to indicate for which award category is this nomination:

(If you nominate a person for more than one, please fill out separate forms.)

- ☐ **LEADERSHIP**
- ☐ **INNOVATION**
- ☐ **CUSTOMER SERVICE**
- ☐ **HEALTH, WELLNESS AND SAFETY**
- ☐ **TEAMWORK**
- ☐ **THE KIM NULTY AWARD**

MY NOMINEE FOR A STAFF EXCELLENCE AWARD IS...

Nominee Name _____

Position _____

Department _____ Tel _____

NOMINATOR'S DECLARATION

Name _____

Position _____ Department _____

Tel. _____ Signature _____

PLEASE TELL US ABOUT THE NOMINEE ON THE SECOND PAGE. THIS INFORMATION WILL BE USED BY THE COMMITTEE TO DETERMINE AWARD RECIPIENTS, SO PLEASE GIVE AS SPECIFIC AND DETAILED EXAMPLES AS POSSIBLE, INCLUDING DATES. THIS IS YOUR CHANCE TO MAKE YOUR NOMINEE SHINE!

COMPLETED NOMINATION FORMS

All nominations must be received by **November 18, 2016**. Please send both pages of the completed nomination forms to **Caroline Soriano, Secretary to the Staff Excellence Awards Committee**,

- ☐ by fax at (604) 822-0208
- ☐ by dropping off completed forms to USB Reception, 2nd Floor, University Services Building
- ☐ by email to caroline.soriano@ubc.ca

PLEASE REFER TO THE AWARD CRITERIA DOCUMENT WHEN FILLING OUT THE FORM BELOW.

1) Overall, how does this nominee fulfill the award criteria?

2) What impact or benefit has the nominee's accomplishment had on Building Operations, or on the University Community in relation to the award area? Please provide specific examples.

3) Please provide us with any other additional comments.

We encourage you to include additional letters of support for this nomination. Please attach them to this form.

