**NOMINATION PROCESS**

|  |
| --- |
| To nominate an employee for an individual or team award:   1. Complete the general information section for nominees, nominators, and supervisors 2. Provide a brief introduction to the nominee 3. Write a statement of maximum (2) pages outlining how the nominee exemplifies four (4) outstanding contribution criteria (see criteria below) 4. Submit all nomination materials to [staffing.hr@mcgill.ca](mailto:staffing.hr@mcgill.ca) by August 3, 2018 |

**DESCRIPTION OF OUTSTANDING CONTRIBUTION CRITERIA**

|  |
| --- |
| 1. **Customer Service / Service Excellence**   The employee’s performance has a positive impact, is admired and valued by others, and elicits consistent and favorable reactions from customers/clients   1. **Quality of Work**   The employee’s consistent performance and commitment significantly contributes to the effectiveness of the Faculty, Department, Unit, or University   1. **Initiative / Innovation**   The employee uses new and original methods to make contributions that are outstanding and/or of great distinction   1. **Teamwork**   The employee’s understanding and use of the best skills of each team member creates a harmonious environment that promotes mutual respect and collaboration   1. **Service to the Community**   The employee engages with the community-at-large, goes beyond the requirements of his/her job to demonstrate community spirit, and acts in the best interests of the University   1. **Sustainability**   The employee works collaboratively and demonstrates leadership with regards to campus sustainability |

**I. GENERAL INFORMATION**

|  |
| --- |
| **Nominee Information** |
| **Name (Last, First):** Enter Text  **McGill ID Number:** Enter Text  **Faculty/Department/Unit:** Enter Text  **Prize Category:** **Select a Category** |

|  |
| --- |
| **Nominator Information** |
| **Name (Last, First):** Enter Text  **Position Title:** Enter Text  **Faculty/Department/Unit:** Enter Text  **Email/Phone:** Enter Text |

|  |
| --- |
| **Supervisor Information** |
| **Name (Last, First):** Enter Text  **Position Title:** Enter Text  **Faculty/Department/Unit:** Enter Text  The supervisor has been notified |

**II. INTRODUCTION TO NOMINEE**

|  |
| --- |
|  |

**III. STATEMENT OF CONTRIBUTION**

|  |
| --- |
| **A. Select Criteria** |
|  |
| **B. Select Criteria** |
|  |

|  |
| --- |
| **C. Select Criteria** |
|  |
| **D. Select Criteria** |
|  |