**NOMINATION PROCESS**

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| 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 by August 3, 2018
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**DESCRIPTION OF OUTSTANDING CONTRIBUTION CRITERIA**

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| 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/clients1. **Quality of Work**

The employee’s consistent performance and commitment significantly contributes to the effectiveness of the Faculty, Department, Unit, or University1. **Initiative / Innovation**

The employee uses new and original methods to make contributions that are outstanding and/or of great distinction1. **Teamwork**

The employee’s understanding and use of the best skills of each team member creates a harmonious environment that promotes mutual respect and collaboration1. **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 University1. **Sustainability**

The employee works collaboratively and demonstrates leadership with regards to campus sustainability |

**I. GENERAL INFORMATION**

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

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

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| **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**

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**III. STATEMENT OF CONTRIBUTION**

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| **A. Select Criteria**  |
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| **B. Select Criteria**  |
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| **C. Select Criteria** |
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| **D. Select Criteria**  |
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