**NOMINATION FORM**

**REFERENCE YEAR: APRIL 1, 2016 TO MARCH 31, 2017**

Name of person nominated (Last, First): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty / Department / Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***N.B. We encourage that the supervisor be made aware of the employee or team being nominated***

Has the supervisor been notified? 🞎 YES 🞎 NO

***Category (select one only, the nominee must have been in the category during the reference year):***

[ ]  ***M & Excluded*** [ ]  ***Clerical*** [ ]  ***Technical / Library Asst. & Nurses*** [ ]  ***Trades & Services*** [ ]  ***Team Project***

Name of Nominator (Last, First): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty / Department / Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Nominator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A complete nomination consists of the following:

* Nomination form
* A letter of ***no more than 2 pages*** describing the employee’s contribution outlining a minimum 4 criteria (see outstanding contribution description *criteria)*

Submit all materials, in confidence, in one envelope to: Principal’s Awards

 Human Resources

 688 Sherbrooke Street West, Suite 1520

PDF submissions can also be submitted to staffing.hr@mcgill.ca

**Deadline to submit: August 15, 2017**

**DESCRIPTION OF OUTSTANDING CONTRUBTION**

**CRITERIA**

Please ***select a minimum of 4 criteria*** describing the employee’s or team’s contribution when preparing the nomination letter.

* **Customer Service / Service Excellence** *(An employee’s performance has a positive impact which is admired and valued by others, eliciting consistent and favorable reactions from customers / clients.)*
* **Quality of Work** (*An employee’s consistent performance and commitment that makes significant contributions towards the effectiveness of the unit or University.)*
* **Initiative / Innovation** *(An employee who uses new and original methods of contributions that are outstanding and/or of great distinction.)*
* **Teamwork** *(An employee’s understanding and use of the best skills of each team member in a harmonious environment that promotes mutual respect and collaboration.)*
* **Service to the Community** *(An employee who engages with the community-at-large and who goes above and beyond the requirements of the job by demonstrating and anticipating community spirit in the best interests of the University.)*
* **Sustainability** *(An employee who works collaboratively and demonstrates leadership with regards to campus sustainability.)*

*\*\*All nominations and documentation will be kept confidential until the Advisory Committee has selected the winners.*

**How did you hear about the Principal’s Awards?** *(select more than one if applicable)*

**☐** HR Advisor **☐** Supervisor **☐** Colleague **☐** Email **☐** Campus Advertisement **☐** www.mcgill.ca/hr/awards

