SERVICE EXCELLENCE RECOGNITION AWARD

Nomination Form

Purpose: This award is to recognize and honour employees who are on the front line and who, by their actions, motivate and inspire the people around them to excel in client service. This nomination is for an individual only.

- Complete all sections of form – please type in the boxes provided (they expand to fit text). Total of Sections 1 – 3 must NOT exceed 600 words.
- Include up to 3 letters of support (maximum 250 words each).
- Submit electronically to: staffaward@exec.uoguelph.ca by May 1.

Name of Nominee:

Department:

Position/Title:

Email:  
Extension:

Lead Nominator:

Department:

Position/Title:

Email:  
Extension:

Second Nominator:

Department:

Position/Title:

Contact Information:

Email:  
Extension:
Section 1: Please briefly describe the current role of the Nominee at the University of Guelph.

Section 2: Please describe and give specific examples of the ways in which the nominee demonstrates outstanding front-line client service to staff, faculty, students, alumni, retirees or visitors. Be sure to include the depth and breadth of the impact of the Nominee's actions, service or achievements. The examples should demonstrate one or all of the section criteria:

- Exemplary commitment to the University of Guelph and its mission of “excellence in teaching, research and service”.
- Unexpected, unusual, or new/high standard of excellence above and beyond what is normally expected in their job.
- Actions make an outstanding contribution to the University community.
Section 3: Please give specific examples of how the Nominee mentors, motivates or inspires others to excel at client service.