



EXEMPLARY TEAM RECOGNITION AWARD

Purpose: This award is to recognize and honour teams who work cohesively, demonstrate a shared commitment to providing exceptional service and use their combined expertise to produce high quality results.

Criteria: The Selection Committee will be looking for demonstrated evidence and specific examples of teamwork that positively impacts the quality of the service provided and contributes to the achievement of the strategic goals of the University of Guelph as follows:

STRONG PERFORMANCE Team members work together to meet, and often exceed, the expectations of their internal and/or external clients.

COMMITMENT Team members are committed to supporting one another, as well as to achieving the goals of the team.

POSITIVE TEAM CLIMATE Team members work well together, recognizing their collective accomplishments as well as the contribution of individuals.

RESPECT Team members treat each other with courtesy and consideration, respecting diversity and different perspectives.

PROBLEM SOLVING Team members collaborate effectively to find workable solutions to challenges.

Nomination Process: The nomination form should be submitted to the Office of the Vice-President (Finance & Administration) not later than May 31. Each nomination must be signed by three nominators, including one person who is identified as the lead nominator. A nomination submission of no more than 500 words should be attached. The lead nominator is encouraged to elicit a **maximum** of three letters of support from individuals/sources, either from the nominators themselves or from other individuals. Nominations may come from staff, faculty, students, alumni and retirees of the University.



President's Awards for Exemplary Staff Service

EXEMPLARY TEAM RECOGNITION AWARD

Nomination Form – 2011

Please copy this form. For your convenience, you may submit nominations electronically to staffaward@exec.uoguelph.ca

Name of Team Member Nominees:

Department:

Position/Title:

Contact Information:

Lead Nominator:

Department:

Position/Title:

Contact Information:

Second Nominator (signature):

Department:

Position/Title:

Contact Information:

Third Nominator (signature):

Department:

Position/Title:

Contact Information:

Please attach a nomination submission of no more than 500 words with up to three letters of support.

For more information, please contact Claire Alexander at calexand@uoguelph.ca