

# Nomination Form

Employee Name \*

SSC Unit Name \*

Please describe the nominee's contributions and accomplishments in the four areas below. Cite specific examples when possible.

## Customer Service \*

A Staff Member with a high degree of customer service:

- Continuously makes customers feel appreciated and important
- Exhibits professionalism and helpfulness toward customers in all situations
- Listens to customers and leaves a positive lasting impression on them

## Initiative \*

A Staff Member with initiative:

- Goes above and beyond their normal duties  
(Attention to detail, small things that made a big difference)
- Maintains productivity throughout the shift, accurately completing assignments
- Volunteers for any assignment while maintaining a positive attitude

## Teamwork\*

A Staff Member with a strong sense of Teamwork:

- Builds strong relationships with co-workers
- Treats fellow workers with respect
- Serves as a positive example to the rest of the Staff Member employees
- Not only completes their duties but makes effort to assist their fellow workers to complete their tasks

## Contribution to Employer \*

A Staff Member who makes a significant contribution to the unit's management team:

- Supports management team, including Staff Member supervisors & managers and career managers
- Exhibits a strong sense of maturity when dealing with difficult issues
- Maintains an exemplary service record with the unit
- Contributes value to the overall department functionality

## Commitment to Excellence \*

A Staff member who exhibits:

- Follow through in all actions and service to clients
- Trusted partner in providing support
- Support the core mission of UCD
- Exemplifies principles of community

## Nominated By

Name

Email