A. Nominee Information

First Name ___________________________ Last Name ___________________________ Position Title/Category ___________________________

Faculty/Department/Work Unit ___________________________

B. Fundamental Criteria - Using the criteria as a point of reference, please describe qualities of the individual nominated and provide specific examples of the contributions made to support the nomination. Please attach a summary of accomplishments such as a vitae or a letter of appreciation if applicable. Should additional space be required, please attach a separate page.

1. Good ambassador for the U of A (please describe in 300 words or less).

2. Bringing the “best” of themselves to work consistently throughout the year in performing his/her regular job duties (please describe in 300 words or less).
B. Fundamental Criteria con’t

3. Contributing to a positive culture within the department/work unit (please describe in 300 words or less).

4. Other important factors – team work, enthusiasm, wellness and services to clients (please describe in 300 words or less).

Please note: Staff members who are nominated may be contacted for additional information.

C. Nominator Information – Note: A direct supervisor or manager cannot be a primary nominator, but are welcome to write a letter of support for the nomination.

1. First Name ___________________________ Last Name ___________________________ Phone ___________________________
   
   Faculty/Department ___________________________ Email ___________________________
   
   What is your relationship to the Nominee (eg. peer, co-worker, etc) ___________________________
   
   Length of time you have known the nominee ___________________________ Signature ___________________________

2. First Name ___________________________ Last Name ___________________________ Phone ___________________________
   
   Faculty/Department ___________________________ Email ___________________________
   
   What is your relationship to the Nominee (eg. peer, co-worker, etc) ___________________________
   
   Length of time you have known the nominee ___________________________ Signature ___________________________