

**Enhancing the UBC Experience**

**Deadline: Friday, JUNE 14 at 4pm**

***Note:*** *Complete this Nomination Package and send one* ***email*** *with the final Word document and all attachments to* *ubco.hr@ubc.ca*.

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# Overview

Thank you for your interest in nominating a staff member.

The deadline for submissions is **Friday, JUNE 14** at **4:00pm**.

The award categories are listed below:

**Staff Awards of Excellence for Okanagan campus staff**

These awards honour exceptional contribution in specific areas that are important to UBC, as outlined in the categories on the [Staff Awards of Excellence](https://hr.ok.ubc.ca/learning-and-engagement/awards-recognition/staff-awards-of-excellence/) webpage. Contribution may have been for a specific project or initiative.

Nominate in one of the seven categories:

1. *Advancing Anti-Racism and Inclusive Excellence (Individual or Team)*
2. *Enhancing the UBC Experience (Customer Service) (Individual)*
3. *Global Citizenship (Individual)*
4. *Leadership (Individual)*
5. *Sustainability (Individual)*
6. *Okanagan Campus Spirit (Team)*
7. *Wellbeing (Individual or Team)*

# Nomination process

The nomination process includes the following steps:

## **Step 1: Select the award category in which you want to nominate the person**

Review the award eligibility and criteria on the [Staff Awards of Excellence](https://hr.ok.ubc.ca/learning-and-engagement/awards-recognition/staff-awards-of-excellence/) webpage to determine which award category the nominee is most qualified for.

## **Step 2: Nominator and Nominee Information**

Provide the information listed in [Section 1](#_About_you,_the) about the person who you are nominating for the award (the “Nominee”), and yourself (the “Nominator”).

## **Step 3: Outline how the nominee has demonstrated the award criteria**

Provide a detailed description of why you are nominating this individual for the Staff Award of Excellence. Include **specific examples** or instances where the nominee has demonstrated exceptional qualities relevant to the chosen award category. Your nomination statement should be concise yet comprehensive, highlighting the nominee's contributions and impact within the organization.

Refer to [Section](#_Section_3:_Nomination) 2 for nomination forms.

Complete the information in the space provided in [Section](#_Section_3:_Nomination) 2, **no more than 2,000 characters (including spaces) per criteria**. There is space at the end of each category to provide any additional information that you have about how the nominee is exceptional, and why you chose to nominate them. The use of relevant examples is encouraged.

## **Step 4: Letters of support**

In addition to Step 3, please include **up to two (2) letters** of support with the nomination package.

A letter of support is **two (2) pages maximum** and should be written by a party *other* than the nominee and lead nominator; they may be provided by UBC Okanagan colleagues, faculty members, and students.

* It is the responsibility of the nominator to collect the letter(s) of support and submit them with the completed nomination package.
* Templates for the letters of support can be found in [Section](#_Section_3:_Letters) 3 and should focus on how the nominee meets the criteria. Be specific and provide examples.
* Let the people writing the letters of support know for which award category the individual is nominated, and the criteria for that category. It can be helpful to direct the parties writing the letters of support to the [Staff Awards of Excellence](https://hr.ok.ubc.ca/learning-and-engagement/awards-recognition/staff-awards-of-excellence/) webpage.

## **Step 5: Attach the nominee’s current job description**

Job descriptions are helpful to the advisory committee.

## **Step 6: Submit the nomination package**

***Email*** *this completed Nomination Package document and any attachments to* *ubco.hr@ubc.ca*Nominations must be submitted **by 4:00pm on Friday, JUNE 14, 2024**.

Retain a copy of the nomination package for your records.

## **Step 7: Wait for results**

We appreciate your patience during this time. Nominators and recipients will be notified early fall 2024.

**Questions?**

Email ubco.hr@ubc.ca.

# SECTION 1: Nominator and Nominee Information

Provide the following information about the person who you are nominating for the award (the “Nominee”), and yourself (the “Nominator”).

## About you, the Lead Nominator

*The Lead Nominator is the main point of contact for the nomination process.*

**Nominator’s name:** Click or tap here to enter text.

**Nominator’s pronouns:** Click or tap here to enter text.

**Nominator’s email:** Click or tap here to enter text.

**Nominator’s phone number:** Click or tap here to enter text.

**Nominator’s current job title:** Click or tap here to enter text.

**Nominator’s current department or unit:** Click or tap here to enter text.

## About the Nominee

*Note: If you are nominating a team, please designate one member as the “Lead”, and indicate their contact information below. In addition, list all other team members’ names*.

**Full legal name of Nominee (or “Lead” if nominating a team):** Click or tap here to enter text.

**Nominee’s pronouns:** Click or tap here to enter text.

**Nominee’s chosen name (if different from above):** Click or tap here to enter text.

**If nominating a team, list the other staff members in the group:** Click or tap here to enter text.

**Nominee’s email:** Click or tap here to enter text.

**Nominee’s phone number:** Click or tap here to enter text.

**Nominee’s current job title:** Click or tap here to enter text.

**Nominee’s department or unit:** Click or tap here to enter text.

**# of years at UBC\*:** Click or tap here to enter text.
\* *(Minimum of 2 years for individuals, minimum 6 months of cumulative service for teams)*

**Full name of Nominee’s Supervisor/Manager:** Click or tap here to enter text.

# Section 2: Nomination form

For the award category of your choosing, provide clear and relevant information about what the nominee has done that demonstrates the award criteria found on the [Staff Awards of Excellence](https://hr.ok.ubc.ca/learning-and-engagement/awards-recognition/staff-awards-of-excellence/) webpage.

Complete the information in the space provided below, **no more than 2,000 characters (including spaces) per criteria**. There is space at the end of each category to provide any additional information that you have about how the nominee is exceptional, and why you chose to nominate them. Use relevant examples.

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**Award criteria:** Clearly state how the nominee has accomplished some or all of the following.

**1. Improved the value and efficiency of the services they provide:** Click or tap here to enter text.
*(maximum 2,000 characters including spaces)*

**2. Maintained a consistently high quality of service to UBC Okanagan customers including faculty, staff, students and alumni:** Click or tap here to enter text.
*(maximum 2,000 characters including spaces)*

**3. Anticipated clients’ needs and potential problems and acted to proactively resolve:** Click or tap here to enter text.
*(maximum 2,000 characters including spaces)*

**4. Created new, cost-effective and/or innovative methods for performing day-to-day activities:** Click or tap here to enter text.
*(maximum 2,000 characters including spaces)*

**5. Displayed exemplary problem-solving skills:** Click or tap here to enter text.
*(maximum 2,000 characters including spaces)*

**6. Served as role models to others through openness to new ways of doing things and consistently positive interactions:** Click or tap here to enter text.
*(maximum 2,000 characters including spaces)*

**Additional information to support this nomination:** Click or tap here to enter text.
*(maximum 2,000 characters including spaces)*

# Section 3: Letters of support

The Lead Nominator will identify which **one category** of the Staff Awards of Excellence the Nominee is being nominated for.

The Lead Nominator is responsible for submitting **up to two (2) letters** of support as part of the complete nomination package by the deadline.

Each letter of support **(two pages maximum)** should be written by a party other than the nominee and lead nominator. The letter may be provided by a colleague, faculty member, and/or student.

**Instructions**

1. Use the template that corresponds with the award category for your nomination.
2. In the letter(s) of support, describe how the nominee meets some or all of those award criteria. The letter of support may be up to a **maximum** **of 2 pages** in length and must include specific concrete examples that align with the criteria.
3. At the top of the letter, include the nominee’s name, as well as the name, job title and contact information of the person(s) writing the letter (as provided in the template).
4. The completed letter of support should be given to the Nominator for inclusion in the nomination package.

**Letter of Support Template**

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**Award Criteria:**

1. Improved the value and efficiency of the services they provide
2. Maintained a consistently high quality of service to UBC Okanagan customers including faculty, staff, students and alumni
3. Anticipated clients’ needs and potential problems and acted to proactively resolve
4. Created new, cost-effective and/or innovative methods for performing day-to-day activities
5. Displayed exemplary problem-solving skills
6. Served as role models to others through openness to new ways of doing things and consistently positive interactions

**Nominee’s Name**: Click or tap here to enter text.

**Letter of Support Written by (provide name, job title, and contact information)**: Click or tap here to enter text.

**Instructions:** Describe how the individual meets some or all of the award criteria (maximum of 2 pages). Must include specific concrete examples that align with the criteria.

Click or tap here to enter text.