



STAFF AWARDS OF EXCELLENCE

Appendix B: Letter of Support

You have been asked by a Nominator to complete a Letter of Support for a Nominee of a Staff Award of Excellence honouring exceptional contribution in the area of **OKANAGAN CAMPUS SPIRIT**.

- INSTRUCTIONS:**
1. Review the award criteria.
 2. Describe how the nominees meet some or all of the criteria.
(maximum 2 pages)
 3. Give the completed letter of support to the Nominator for consideration.

If you have questions about writing a letter of support, please contact Lisa Frost at 250.807.9021 or lisa.frost@ubc.ca.

AWARD CATEGORY: OKANAGAN CAMPUS SPIRIT

- AWARD CRITERIA:**
- Consistently demonstrates enthusiasm, dedication, perseverance and excellence in the face of challenge
 - Works collaboratively encouraging participation and openness while sharing ideas, responsibilities, skills, resources and credit across UBC
 - Promotes a positive work environment characterized by respect, support, trust and collegiality
 - Understanding of its role within UBC and uses an agreed-upon approach to achieve its mission or project outcome, and
 - Integrate effective meeting skills, problem solving tools, planning techniques and conflict resolution to achieve directed results

NAME OF NOMINEE: _____

LETTER OF SUPPORT WRITTEN BY:

NAME: _____

JOB TITLE: _____

CONTACT INFORMATION: _____



