



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 **LEADERSHIP**.

- INSTRUCTIONS:**
1. Review the award criteria.
 2. Describe how the nominee meets 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: **LEADERSHIP**

- AWARD CRITERIA:**
- Established and maintained exemplary and inclusive people practices
 - Provided a sense of purpose, vision and mission for their co-workers and/or staff
 - Positively influenced others to build consensus and action around departmental or organizational objectives
 - Managed and led change initiatives effectively
 - Achieved sustainable results
 - Invested time and effort in coaching and/or mentoring

NAME OF NOMINEE: _____

LETTER OF SUPPORT WRITTEN BY:

NAME: _____

JOB TITLE: _____

CONTACT INFORMATION: _____



