



STAFF AWARDS OF EXCELLENCE

Nomination Cover Letter

DATE: _____

NAME OF **NOMINEE**: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PRESENT TITLE AND POSITION: _____

FACULTY OR DEPARTMENT: _____

OUTLINE OF WORK RESPONSIBILITIES ATTACHED: YES NO OTHER

PLEASE RECOMMEND THE AWARD FOR CONSIDERATION:

- Enhancing the UBC Experience (Customer Service)
- Leadership
- Sustainability
- Global Citizenship
- Okanagan Campus Spirit

NAME OF **NOMINATOR**: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____



Appendix A

As the Nominator, please state why you feel this nominee should be awarded the Staff Award of Excellence by completing the two questions below.

1. Please identify the individual's or team's achievement/contribution, a) how it was accomplished and b) how it was beyond the normal requirements of their job?

2. Describe the impact of this individual's or team's achievement/contribution relative to the criteria for the recommended award, a) in their department, if applicable, or b) across UBC Okanagan?