



STAFF AWARDS OF EXCELLENCE

Letter of Support

You have been asked by the 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 (Team Award)

Instructions:

1. Review the award criteria (below)
2. Describe how the nominee meet some or all of the criteria (**maximum of 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 Erin Gardiner at erin.gardiner@ubc.ca – Workplace Learning and Engagement Consultant.

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 strategies to achieve directed results.

Team/Unit Members:

Letter of Support Written By:

First Name:

Last Name:

Current Job Title:

Email Address:



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



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