



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:

Enhancing the UBC Experience (Customer Service)

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 Human Resources at ubco.hr@ubc.ca.

Award Criteria:

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

First Name of Nominee:

Last Name of Nominee:

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.