**RECOGNITION AWARD**

**NOMINATION FORM**

Please use this form to nominate a member of staff you feel has delivered over and above what is expected from them, based on the below criteria and indicating what value of voucher you wish to issue.

SECTION 1 – Nominee details

**Employee name:** Click here to enter text.

**Employee email address:** Click here to enter text.

**Staff Number:** Click here to enter text.

**School/Directorate:** Click here to enter text.

SECTION 2 – Nomination details

|  |  |
| --- | --- |
| **Criteria** | **Values** |
| 1. Carrying out an activity or activities that are considered beneficial to the department/University that would not be part of the normal expectations of the job and/or grade. | INTEGRITY |
| 2. Consistently demonstrating a commitment to and delivery of outstanding customer service, going the ‘extra mile’ when appropriate to assist colleagues and/or external customers, or consistently demonstrating a high standard of contribution over a period of time. | EXCELLENCE |
| 3. Embracing the University’s values and positively influencing the broader culture of their department. | RESPECT |
| 4. Continued dedication and contribution to University's initiatives such as Green at Queens, Diversity and Inclusion, Volunteering, etc. | CONNECTED |
| 5. Willingness and ability to learn beyond the immediate requirements of the post. | AMBITION |
| 6. Demonstrating exceptional flexibility which contributed directly to the achievement of team/Department objectives or prevented disruption to team/Department services.  | INTEGRITY, EXCELLENCE, CONNECTED |
| 7. Repeated provision of innovative ideas about how to improve working practices. | INTEGRITY, EXCELLENCE, RESPECT, CONNECTED, AMBITION |

**Criteria:**

Choose an item.

**Reward Amount:**

Choose an item.

**Additional information you would like to be included in email to employee**:

Click here to enter text.

SECTION 3 – Nominator details

**Name:** Click here to enter text.

**Date:** Click here to enter a date.

EXAMPLES:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Values** | ***Examples (not a definitive list)*** |
| Carrying out an activity or activities that are considered beneficial and that would not be part of the normal expectations of the job and/or grade | INTEGRITY | *Contribution to the handling of a one-off event or project and demonstrating a commitment that is beyond that normally expected; Proven willingness to work flexibly when needed to provide cover for absent colleagues or to meet peaks in demand and achieving consistent excellent performance in those other duties*  |
| Consistently demonstrating a commitment to and delivery of outstanding customer service, going the ‘extra mile’ when appropriate to assist colleagues, students and external customers | EXCELLENCE | *Providing a service to customers that is considered to be an act of excellence or effort over and above the normal expectations for the grade for which positive testimony from internal University customers or from external customers relating to the quality of service may have been received* |
| For embracing the University’s values and positively influencing the broader culture of their department  | RESPECT | *Providing an outstanding example of collegial and positive behaviours and practices; staying motivated, keeping morale high and creating a happy work environment for those around them*  |
| For continued dedication to University's initiatives such as Green at Queens, Diversity and Inclusion, Volunteering, etc | CONNECTED |  *Consistently demonstrating good citizenship and encouraging others to do so* |
| Willingness and ability to learn beyond the immediate requirements of the post | AMBITION | *Applying knowledge and skills gained effectively to the benefit of the department and showing resourcefulness beyond that expected of the grade e.g. solving problems or demonstrating initiative in responding to difficult situations or unforeseen circumstances* |
| Demonstrating exceptional flexibility which contributed directly to the achievement of team/Department objectives or prevented disruption to team/Department services  | INTEGRITY, EXCELLENCE, CONNECTED | *Where an employee has agreed to attend work at very short notice to respond to an emergency or incident that would not normally be expected and this has resulted in a positive impact, or prevented a negative impact* |
| Repeated provision of innovative ideas about how to improve working practices | INTEGRITY, EXCELLENCE, RESPECT, CONNECTED, AMBITION | *Where a suggestion from an employee is being implemented that will improve process, safety, efficiencies, student experience, staff experience, or deliver cost savings* |