



President's Awards for Exemplary Staff Service

Deadline: May 1
Submit application to: staffaward@exec.uoguelph.ca
Questions? Contact Claire Alexander, ext. 53098 or
c.alexander@exec.uoguelph.ca

EXEMPLARY TEAM RECOGNITION AWARD

Nomination Form

Purpose: This award is to recognize and honour teams who work cohesively, demonstrate a shared commitment to providing exceptional service to the University and use their combined expertise to produce high quality results.

- Complete all sections of form – please type in the boxes provided (they expand to fit text). Total of Sections 1 – 3 must NOT exceed 600 words.
- Include up to 3 letters of support (maximum 250 words each).
- Submit electronically to: staffaward@exec.uoguelph.ca by **May 1.**

Team Name: _____

(The team name should be a unique identifier)

Name of Nominee Team Members: (add rows as needed)

PLEASE NOTE: all team members must be current non-academic staff who have served a minimum of 2 years prior to nomination

Name	Position/Title	Department	Email Address

Lead Nominator:

Department:

Position/Title:

Email:

Extension:

Second Nominator (signature):

Department:

Position/Title:

Contact Information:

Email:

Extension:

Section 1: Please **briefly** describe the role of the Team at the University of Guelph. The definition of team is not intended to be equivalent to a department. You must clearly identify the roles of the individual team members and how they fit together as a team that is beyond what is normally expected in their job or it could be the role of the team on a specific project.

Section 2: Please describe and **give specific examples** of the ways in which the Team demonstrates the following:

- **Strong Performance** Team members work together to meet, and often exceed, the expectations of their internal and/or external clients.
- **Commitment** Team members are committed to supporting one another, as well as to achieving the goals of the team.
- **Positive Team Climate** Team members work well together, recognizing their collective accomplishments as well as the contribution of individuals.
- **Respect** Team members treat each other with courtesy and consideration, respecting diversity and different perspectives.
- **Problem Solving** Team members collaborate effectively to find workable solutions to challenges.

Section 3: Please describe and **give specific examples** of the ways in which the Team demonstrates one or more of the selection criteria:

- Exemplary commitment to the University of Guelph and its mission of “excellence in teaching, research and service”.
- Unexpected, unusual, or new/high standard of excellence above and beyond what is normally expected in their job.
- Actions make an outstanding contribution to the University community.