

# Outstanding Business Affairs Performance Award Nominations

Nominations must be submitted by December 2, 2016. Awards will be presented at our Annual Business Affairs Celebration on December 15, 2016.

This award recognizes employees or teams who have excelled in the performance of their duties, promoted teamwork and inspired excellence in others. Their performance throughout the year consistently reflects the values of our division:

- We are inclusive, cooperative, and collaborative
- We work together for the good of the whole
- We work in an open and accountable manner
- We are innovative

Some examples of Outstanding Performance are:

- An employee or team consistently responding to the needs of students, faculty, staff and campus visitors with an unusually high quality of customer service, in a manner which benefits the University.
  - An employee or team regularly working toward reducing the University's carbon footprint by reducing waste, increasing recycling, etc.
  - An employee or team accomplishing a formidable task and/or taking on substantial new challenges
  - An employee or team whose innovative idea reduces cost or improves a process
- Employees may be nominated by anyone in Business Affairs.
- An advisory team made up of employees from across the division will select award recipients.

All recipients must have received at least a "Meets Expectations" on the last performance review and not have outstanding corrective actions.

## **Incentives**

The names of all nominators and nominees will be entered into a raffle. Three winners will each receive an item from the bookstore.

