

DFM Facilities Management

Nomination form is kept confidential

Date :

Nominated By:

Nomination:

Job Title:

DFM Hilltopper Spirit Award Nominations

Given Quarterly
July/Oct/Jan/April/

To be eligible for nomination:

Full time Employee for at least one year

No Disciplinary Actions within the past 12 months

Not have won the DFM Hilltopper's Spirit Award in the past year.

Meets or exceeds expectations ratings or equivalent on their most recent performance appraisals.

Criteria's

- * Is a role model for others of professionalism
- *Proactively initiates dialogue with customers and employees
- *Seeks ways to help and encourage others to succeed
- *Takes initiative within the communities/campus where we do business to improve the quality of life
- *Consistently exceeds customer's expectations
- *Is a role model for others of honesty, accountability and integrity
- *Continuously strives to progress and improve based on measures and results. Shares new and innovative solutions for accelerated growth and effective day to day operations

Describe you Nominee:

Give Details on character, uniqueness and what motivates or drives them.

Describe the Achievement:

What are some specific actions or behaviors they demonstrate that were above and beyond expectations?

What were challenges or obstacles and how were they overcome?

Describe the Results:

What was the impact and benefit of their actions?

Example: employee retention, support, awards, etc

Diversity Component:

Describe how they supported Diversity initiatives through service