



Nomination Form – EMPLOYEE SUCCESS FACTOR AWARDS

Deadline for Nomination forms to be submitted to Human Resources: Friday August 3rd, 2012. Please ensure to submit the nomination form and all the supporting documentation. If you have any questions, contact Jennifer Porritt in the Human Resources Department prior to the deadline.

SECTION ONE (A): NOMINEE INFORMATION - INDIVIDUALS

Name of Nominee: _____

Position: _____

Department: _____

Location Address: _____

Phone Extension: _____

Email Address: _____

Eligibility Criteria (please check all those that apply):

Full time Part time Permanent Status Completed minimum two (2) years of employment

SECTION TWO: INTENTION TO NOMINATE

Please indicate the Award for which the nomination package is being submitted for consideration:

- Collaborates to Promote Team & Organizational Success
- Values Relationships & Community
- Seeks Opportunities for Continuous Improvement
- Supports a Culture of Service
- Models Leadership & Accountability

SECTION THREE: DEMONSTRATION OF EXCELLENCE

Using the guidelines below, please state why you feel this nominee should receive the award indicated in Section Two.

Please attach a word document responding to the following questions:

- A. Identify the specific achievements or contributions relative to the corresponding Success Factor. (200 word maximum)
- B. How they were accomplished? (200 word maximum)
- C. Describe the impact that these contributions have had on the WLU community. (500 word maximum)

SECTION FOUR: NOMINATOR INFORMATION

Name of Nominator: _____
Position: _____
Department: _____
Location Address: _____
Phone Extension: _____
Email Address: _____
Relationship to the Nominee: _____

SECTION FIVE: NOMINATOR DECLARATION

As a nominator/endorser for the Employee Success Factor Awards, I:

- Have read the criteria for the award and accompanying documentation carefully and confirm that the nominee meets the criteria;
- Certify that the information contained in this nomination application form is accurate and complete, to the best of my knowledge; and
- Agree to abide by the decision of the Selection Committee and Senior Administration in selecting the Award Recipient:

Name of Nominator (please print)

Position/Department

Signature

Date

SECTION SIX: NOMINEE DECLARATION

As a nominee for the Employee Success Factor Awards, I:

- Certify that the information contained in this nomination application form is accurate and complete, to the best of my knowledge; and
- Agree to abide by the decision of the Selection Committee and Senior Administration in selecting the Award Recipient:

Name of Nominee (please print)

Position/Department

Signature

Date

As the Dean, Director or Assistant Vice-President, I support this nomination and confirm that the nominee meets all the required criteria.

Name of Dean, Director or Assistant Vice-President
(please print)

Position/Department

Signature

Date

Please return completed Nomination Forms and the required documentation to the attention of:

Jennifer Porritt, Manager of Learning and Organizational Development
Human Resources Department
255 King Street North
Waterloo, ON N2J 4V2

Nominations must be received by the Human Resources Department before 4:30 PM on Friday August 3rd, 2012.