Thank you for choosing to recognize a fellow Facilities employee! We just have a few short questions to ask you as part of the nomination process. Remember, the committee basis the decision on what information is submitted, so the more detail you can provide the better!

I am nominating the following Facilities employee for recognition:

Employee Name: ___________________________________________

Employee Department: _______________________________________

Please select ONE category below for the recognition and answer the corresponding questions:

- **Facilities Star, Consistent excellence in overall job performance, “above and beyond what is expected”**
  1. Please provide a brief summary of why you are recognizing this employee as a Facilities Star?
  
  2. What action or circumstance made this “above and beyond”?
  
  3. Additional comments or examples that you would like to recognition committee to consider:

- **Facilities Hero, “Coming to the rescue when it matters most” (one time event)**
  1. Please provide a brief summary of the event or circumstances:
  
  2. Please describe the employee’s contribution to the event/circumstance you described:
  
  3. What was the positive impact that the Hero’s actions had on: you, the department, the Facilities Division, and/or the University?
Facilities Wildcat, Contributions to the University outside of regular job duties

1. Please provide a brief summary of why you are recognizing this employee for contributing to the University outside of regular job duties:

2. Additional comments or examples that you would like to recognition committee to consider:

Your Information as the Nominator

Your Name: ____________________________________________

Your Department: _______________________________________

Your Phone or Email (for any follow up questions):____________

Would you prefer that this nomination be anonymous to the recipient? Check one:

□ I would like to be anonymous so the recipient does not know that I nominated him/her
□ I would like the recipient to know that I am the one who nominated him/her

Please submit this form to:

Meghan Proctor, Facilities HR
Ritzman Laboratory

Recognitions are accepted on a rolling basis and will be presented for consideration at the next recognition committee meeting.

Thank you for participating!