

Please give this form to your supervisor when complete.

“Great Service Week” – Employees Providing Great Service Nomination Form 2017

Great Service Week is a time to boast that “Each 1 of Us Counts” as an employee at the University of Minnesota. Please use this form as an opportunity to have one of your non-student colleagues recognized for all the Great Service they provide throughout the year. You may also go online to find a nomination form at on the Auxiliary Services website. If selected, that employee will be invited to the Exceptional Service Breakfast and will be high-lighted in a special newsletter sent out to all employees in April 2017.

Here are some examples of the characteristics of someone who provides Great Service on a consistent basis throughout the year:

- Provides positive, respectful, and courteous service to everyone
- Values customers and co-workers by providing respectful, quality, and timely service
- Strives to continuously improve service to customers
- Handles customer situations and solves problems appropriately with care and consideration
- Aids in fostering a positive environment for customers and co-workers alike

Name of Nominee: _____

Department and Job Title of Nominee:

In one or two paragraphs, describe how the nominee meets the criteria listed above. Please include a specific example.

(Please use the back side of this sheet if additional space is needed.)

Nominated By: _____

Department and Job Title:

Thank you for taking the time to recognize a co-worker!

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