# Please give this form to your supervisor when complete.

**“Great Service Week” – Employees Providing Great Service Nomination Form 2021**

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 honored with an Exceptional Service Award and will be highlighted in a digital newsletter sent out to all employees in April 2021.

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Nominee must have worked in their current department for 12 months or more to be considered for this award.)*

## 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!**

***Please give this form to your supervisor when complete.***