



## STAFF EXCELLENCE AWARDS

### 2020 NOMINATION FORM

#### INSTRUCTIONS

ECU staff, faculty and students may nominate candidates for the Staff Excellence Award. Please review the awards and award criteria, and provide all requested information by 11:59pm March 1, 2020.

#### NOMINATION PACKAGE CHECKLIST

- Nomination form (with signed consent from the nominee)
- Letter of Nomination (500 words maximum)
  - Describe how the nominee meets or exceeds one or more of the award criteria (please specify which criteria). The use of relevant examples is encouraged. It is important to provide as much information as possible about what the nominee has done that demonstrates their contributions.
- Examples and/or reference documentation (optional, 2 pages max)

**Please submit the completed nomination package to HR (in person or email to [hr@ecuad.ca](mailto:hr@ecuad.ca)) by March 1, 2020.**

#### NOMINEE INFORMATION + CONSENT

**Nominee Name** \_\_\_\_\_

**Nominated for (select one)**  Staff Excellence Award for Distinguished Service  
 Staff Excellence Award for Achievement

**Department** \_\_\_\_\_

**Title** \_\_\_\_\_

**Consent Notice**

- I agree to be nominated for the Staff Excellence Award
- I agree to assist in providing supporting documentation for the nomination, if required
- I understand that the Selection Committee and the nominator(s) will treat as confidential all nominee information as well as deliberations concerning the evaluation of the contents of the nomination package
- If selected, I agree to have my name published

**Nominee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**NOMINATOR CONTACT INFORMATION**

**Nominator's Name** \_\_\_\_\_

**Email address** \_\_\_\_\_

**Title/Role** \_\_\_\_\_

**Secunder's Name (1)** \_\_\_\_\_

**Email address** \_\_\_\_\_

**Title/Role** \_\_\_\_\_

**Secunder's Name (2)** \_\_\_\_\_

**Email address** \_\_\_\_\_

**Title/Role** \_\_\_\_\_