

Excellence Award Nomination Form



UNIVERSITY of
SOUTH FLO

Office of

Administrative Services

Thank you for taking a few moments to recognize your fellow Administrative Services employee(s) (OPS, staff, and administrative) for demonstrating excellence. By filling out the form below you are nominating them for an Excellence Award. The VP of Administrative Services presents these awards on a quarterly basis. Please send the completed form to the Office of the VP of Administrative Services (OPM100).

"We impact lives every day by exceeding expectations and creating WOW moments."

Today's Date

Your Name

First and Last Name of Employee(s) Being Nominated

Division of Employee(s) Being Nominated

Date of Occurrence

How did the employee(s) demonstrate excellence? (Please include detail specific to the following three areas: **communication, action and effect, and "WOW" factor. Also keep in mind our guiding principles: Safe, Responsive, Helpful, and Competent.** Nominations don't have to be long, but please provide enough information to make the impact of your nominee's contribution clear.)

If you need help with the nomination form, speak to your supervisor, contact a Peer Ambassador, or send an email to: OPM100@usf.edu