

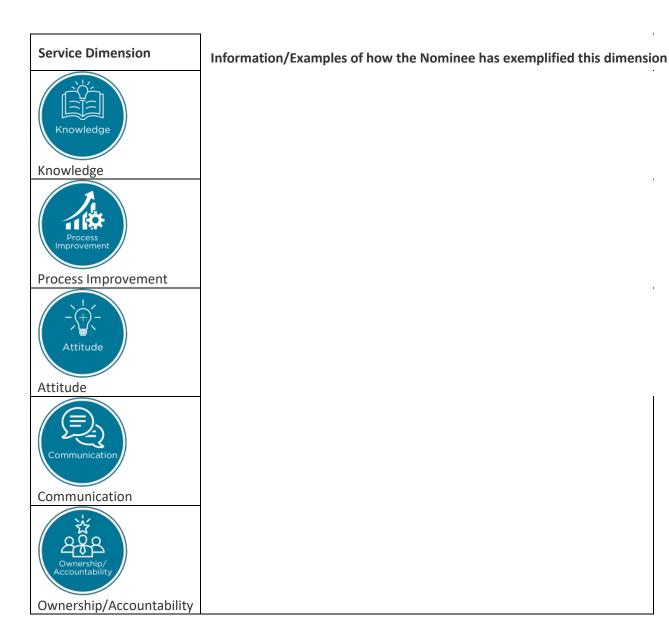
ADMINISTRATION AND FINANCE

Finance and Auxiliary Services SERVICE EXCELLENCE AWARD Nomination Form

The Finance and Auxiliary Services (F&A) **Service Excellence Award** will be awarded each quarter to an F&A staff member who has demonstrated outstanding **Service Excellence** across one or more **Service Excellence Dimensions** and has exemplified this Service Excellence through their interactions with internal/external stakeholders. The **Service Excellence Dimensions** are *Knowledge, Process Improvement, Attitude, Communication,* and *Ownership/Accountability*.

Eligibility Period:	
Submission Date:	
Step 1: Provide Nominee Information	
First Name:	Last Name:
Unit:	Supervisor's Name:
Job Title:	Email:
Note: An individual may not nominate their immediate supervisor.	
Step 2: Provide Your Information:	
First Name:	Last Name:
Unit:	Job Title:
Email:	Phone:

On the following page, provide information/examples of how the nominee has provided **Service Excellence** to their stakeholders through one or more of the **Service Excellence Dimensions** listed during the award period. Add attachments if more space is needed.



More information about **Service Excellence** and the **Service Excellence Dimensions** can be found on the Administration and Finance Department's Service Excellence web page - https://www.umaryland.edu/af/service-excellence/

Send completed form with documentation to fas-employeerecognition@umaryland.edu