



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.

Service Dimension	Information/Examples of how the Nominee has exemplified this dimension
 Knowledge	
 Process Improvement	
 Attitude	
 Communication	
 Ownership/Accountability	

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