



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
 <p data-bbox="240 411 349 436">Knowledge</p>	
 <p data-bbox="240 630 349 655">Process Improvement</p>	
 <p data-bbox="240 848 349 873">Attitude</p>	
 <p data-bbox="240 1066 349 1092">Communication</p>	
 <p data-bbox="240 1285 349 1310">Ownership/Accountability</p>	

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](mailto:fas-employeerecognition@umaryland.edu)