



University Operations Annual Staff Achievement Awards Program

The Vice-President University Operations has established the annual Staff Achievement Awards Program in order to recognize exceptional staff contributions to the success of their particular unit, the University Operations portfolio and the University.

The program provides University Operations with another opportunity to thank staff for the valuable work performed throughout the year. Three types of achievement-based awards will be presented in September 2015.

Outstanding Individual Employee Award

Presented to an individual staff member (regardless of length of service) involved in any area of staff work who has made outstanding contributions that go beyond the ordinary fulfillment of the position's duties. *(number of awards to be determined annually, but no more than 10 each year)*

Distinguished Service Award

Presented to an employee with more than 15 years of service at the University who has made outstanding contributions that go beyond the ordinary fulfillment of the position's duties *(number of awards to be determined annually, no cap)*

Outstanding Staff Team Award

Presented to two or more staff members who function as a team and who have taken on a time-limited project *(as applicable)*

Eligibility

Any University Operations employee is eligible to receive these awards. Temporary employees, students, and faculty are not eligible for consideration. Please note: an employee is unable to receive the same achievement award twice unless they are a member of a team. Selection of the recipients will be based on the information provided as part of the nomination process.

Nomination Process

The initial call for nominations will require completion of a nomination questionnaire. The Selection Committee will review all nomination questionnaires, and may then ask for further details for only the top candidates. All nomination materials will remain confidential. All nominees must be in good standing at the University and have received satisfactory performance reviews. Nominees must be in an active status when the nominations close.

Deadline: July 1, 2015



Criteria

When reviewing nominations, the Selection Committee will look for examples of sustained excellence and strong performance. Consideration will be given to nominees who have made significant contributions or possess *some or all* of the special qualities and attributes as outlined below.

Outstanding Individual Employee Award

- Demonstrated unusual initiative or creativity; offered a novel problem resolution
- Developed innovations that improve work processes and are cost-conscious
- Showed willingness to help others achieve their goals
- Exercised outstanding mentoring skills; facilitated the success of others
- Exhibited strong work qualities such as dependability, patience and commitment
- Demonstrated a willingness to take on new and/or additional tasks; pitched in where needed
- Fostered collaboration, cooperation and mutual respect among colleagues
- Demonstrated exceptional service orientation within the University, and specifically, the VPUO portfolio

Distinguished Service Award

- Must have more than 15 years of service at the University
 - and have exhibited sustained, noteworthy performance throughout their career
- Showed willingness to help others achieve their goals
- Exercised outstanding mentoring skills; facilitated the success of others
- Exhibited strong work qualities such as dependability, patience and commitment
- Demonstrated a willingness to take on new and/or additional tasks; pitched in where needed
- Fostered collaboration, cooperation and mutual respect among colleagues
- Demonstrated exceptional service orientation within the University, and specifically, the VPUO portfolio

Outstanding Staff team Award

- Actively pooled skills, talents and knowledge, with evidence of each team members' contributions and mutual support and respect of each other
- Has evidence of benefits accrued from team's work or group's efforts
- Tackled a project or an assignment larger than its members' individual job descriptions
- Developed innovations that improve work processes and are cost-conscious/efficient
- Showed willingness to help others achieve their goals
- Exhibited strong work qualities such as dependability, patience and commitment
- Demonstrated a willingness to take on new and/or additional tasks; pitched in where needed
- Demonstrated exceptional service orientation within the University, and specifically, the VPUO portfolio



Helpful Tips for completing the nomination form:

If you know staff members who perform their jobs in an exemplary manner or work groups/teams that are highly productive and effective, please nominate them for an award.

In completing the nomination submission please:

- Be specific – give examples and the details of what your candidate or team/work group has done that meets the selection criteria. Every candidate will not exhibit all of the award-winning characteristics, but you should show how your candidate has many of them.
- Avoid general statements such as: “the nominee has a pleasant personality,” “the nominee is a seasoned professional,” or “the nominee is always helpful.”
 - Include as much qualitative and quantitative information as you can about the nominee’s work and contributions on behalf of the unit/UO.
- If you are nominating a team or group, be sure to list all members and describe how they work collaboratively for the benefit of the unit/UO. The nomination statement should explain the importance of team effort to the group’s overall success.

Nomination Process

By email to Elizabeth.cragg@utoronto.ca, or by mail to Elizabeth Cragg at 114A Simcoe Hall, please send the following information regarding the nominator and the nominee(s):

- Nominator name
- Nominator contact email
- Nominator department, title

- Nominee Name
- Nominee contact information
- Nominee department and role/title
- Number of years of service to the University

- Name of award being nominated for (Outstanding Individual, Distinguished Service or Outstanding Staff Team)

- Please provide, in note form if preferable, reasons for the nomination; you may find it useful to use the criteria as a guide
 - Please provide specific examples of positive traits demonstrated by the nominee, such as instances of high levels of job performance, excellent customer service, espousal of University values and mission, adherence to quality standards, etc.

Deadline: July 1 annually



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Nomination Form for mail in to Elizabeth Cragg 114A Simcoe Hall:

Nominator Information:

Name:

Department:

Title:

Email:

Phone number:

Nominee Information:

Name:

Department:

Title:

Email:

Phone number:

Additional Nominee Information (for team award):

Name:

Department:

Title:

Email:

Phone number:



Which award are you nominating this person/team for?

Outstanding Individual Employee Award

Distinguished Service Award

Outstanding Staff Team Award

Why are you nominating this person or team?

Please provide reasons for the nomination; you may find it useful to use the criteria as a guide

- o Please provide specific examples of positive traits demonstrated by the nominee, such as instances of high levels of job performance, excellent customer service, espousal of University values and mission, adherence to quality standards, etc.

If you need more space, simply add another blank sheet to the submission.



Additional Nominee Information (for team award):

Name:

Department:

Title:

Email:

Phone number:

Additional Nominee Information (for team award):

Name:

Department:

Title:

Email:

Phone number:

Additional Nominee Information (for team award):

Name:

Department:

Title:

Email:

Phone number: