**ITS DifferenceReward *Nomination Form***

[ITS Difference program information,](https://backstage.its.umich.edu/hr/awards/difference-award.php) including eligibility, standards, and processes, is located on the ITS Intranet.

Please contact the ITS HR team for assistance: its.hr@umich.edu

Award Information

Complete the fields below by typing in the non-shaded areas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name: |  | | Employee ID#: |  |
| Employee’s Dept Name: |  | |  |  |
| Reward Nominated By\*: |  | | Nominator ID #: |  |
| Reward Amount:  ($250, $750, $1,500) | |  | Requested Payout Date: |  |

Award Description

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Identify the area(s) where exceptional performance is being recognized.  Type “X” in as many boxes as are applicable. | | | | |
|  | Collaboration and Teamwork (required) | | | |
|  | Projects | | | |
| Provide “Project/Plan Name” as it appears in Planview if applicable | | |  | |
|  |  | Staff Recognition Shortcode | |
|  | Process Improvement | | | |
|  | Cost Reduction | | | |
|  | Customer Service | | | |
|  |  | | | |

\*Nominator must be a supervisor-level or above. If nominating an employee other than your direct report, please ensure the nominee’s supervisor is aware & in support of the nomination.

Use the [ITS Difference standards document](https://backstage.its.umich.edu/hr/awards/difference-standards.php) as a resource for developing the nomination description and requesting the award amount.

The second page of this form should be provided to the employee.

**ITS Difference Award**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | Employee ID#: |  |
| Reward Nominated By: |  | Reward Amount:  ($250, $750, $1,500) |  |

|  |
| --- |
| Description of efforts/results being recognized: |
|  |
| Description of magnitude of efforts/results being recognized: |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Executive Director: |  | Date: |  |