



NOMINATION FORM:

STAFF RECOGNITION AWARDS FOR ADMINISTRATIVE, TECHNICAL, PROFESSIONAL & SUPPORT STAFF.

Nominee(s) Full Name or Team Name:		
Department/Office/Unit & Address of Nominee(s):		
Present Title & Position of Nominee(s):		
Please indicate with 'X' the Award Category which the staff member(s) is being nominated for:	The President's Award for Service Excellence	
	The President's Award for Service Innovation	

Nomination Process

- Staff across the Administrative, Technical, Professional and Support Services are eligible for nomination;
- Nominees must be a member of staff at the time the prize is awarded (April 2018);
- Staff **may not self-nominate**;
- Staff may not nominate colleagues from their own specific area/team;
- An individual or team must consent to their nomination;
- Nominees for individual awards must have completed their probation period at the time of nomination to be eligible for consideration for the award;
- Nominees for Individual or Team awards may only be nominated once, and for one award category, in any particular year; (It is understood that individual nominees may also be part of a nominated team);
- Nominators are required to submit this Nomination Form, attaching a letter of support, in a **single pdf document**; (Please note that a word count restriction of 500 words applies to the letter of support); to staffawards@mu.ie;
- This Nomination Form and supporting letter must make the full case for the individual/team. It should be noted that the nominator will not have a further opportunity to submit further information, or make the case for their nominee(s) before the Selection Committee;
- Only electronic submissions will be accepted;
- The closing time/date for the submission of nominations is **17:00, Wednesday, 21st March 2018**.

Suggested Criteria for Each Award Category¹:

The President's Award for Service Excellence.

Nominees will demonstrate some of the following:

- Fosters and promotes a University culture that values fairness, inclusiveness and diversity;
- Acts as a role model, setting a positive example for others;
- Serves as an ambassador for the values of the University;
- Demonstrates ethical behaviour throughout all business/professional engagement;
- Considers the impacts of decisions on University community, both short term and long term;
- Recognises and celebrates others' contributions & achievements;
- Works consistently to provide a supportive environment by managing resources and removing blocks to effective working;
- Can demonstrate record of discovering and meeting service requirements;
- Actively seeks to prevent problems/issues from arising;
- Actively seeks to resolve problems/issues which arise;
- Supports initiatives designed to increase and enhance the inclusion of individuals/groups from diverse backgrounds;
- Challenges others whose behaviours/actions do not show an acceptance and appreciation of diversity.

The President's Award for Service Innovation.

Nominees will demonstrate some of the following:

- Consistently drives to achieve/improve results;
- Demonstrates proven record of delivery at various levels;
- Demonstrates the ability to identify performance problems and subsequent solutions;
- Consistently demonstrates a concern for working towards a standard of excellence;
- Takes responsibility for ensuring that improvements are actioned and have the desired effect;
- Looks ahead and considers external developments, identifying trends and emerging patterns when making important decisions;
- Consults collaboratively across MU when developing a solution where appropriate;
- Works to break down barriers within and across area. Helps individuals understand how the wider University operates, and how co-operation across the different departments is beneficial;
- Seeks improved methods for resolving problems where there is a range of information, or diverse, partial and conflicting data;
- Willingly shares information across teams and encourages others to do so;
- Actively encourages and values new ideas, suggestions and approaches;
- Fosters a safe environment in which new ideas and approaches are explored;
- Demonstrates an appreciation for inquiry and creativity;
- Instils a sense of pride in the work of the team and the University as a whole, by highlighting achievements;
- Keeps up-to-date with best practice in all sectors and seeks opportunities to implement within MU;
- Scans the external environment to identify opportunities for new learning and/or funding opportunities.

¹ Please note that the suggested criteria are provided as a guiding reference point. These lists are not exhaustive.

Consent:

Please confirm that the nominee(s) have given their consent to this nomination: (Yes / No)
(Please note that nominees must consent to being nominated in order to be considered for an award)

Declaration:

I declare that all the information provided with this nomination is true and accurate to the best of my knowledge and understanding:

Nominator's Signature:

END.