

Employee Recognition Nomination Form



The Employee Recognition Program serves to recognize and reward work and behaviors that support/further the mission, goals, values, and initiatives of Administrative & Business Services.

Awards are given twice in a fiscal year (October and April). [Click here](#) to review program guidelines.



My Name:

My Email:

Nominee Name:

Enter multiple names for team nomination

Nominee Department:

Check appropriate box(es)

Award Category and Criteria:

Check one box only, see page 2 for criteria

- CARE (Customer Appreciation Repeatedly Expressed)
- HERO (Helping Everyone Realize Opportunities)
- IDEA (Innovate Discover Encourage Achieve)
- SAFE (Safety Award for Excellence)
- TEAM (Together Everyone Achieves More)

Brief summary of nomination (1500 characters max):

Please describe nominee actions related to nomination category (1500 characters max):

Submit completed form to ABSWithUForU@uci.edu.

Employee Recognition Nomination Criteria

CARE (Customer Appreciation Repeatedly Expressed)

- Takes the initiative to improve the value and efficiency of the services they provide
- Maintains a consistently high quality of service to campus customers including students, faculty, staff, alumni, and external clients
- Consistently and substantially demonstrates an ability and willingness to work positively, respectfully, and effectively with others
- Builds strong relationships with customers; proactively reaches out to learn about customer goals and interests; stays aware of customer needs, concerns, and satisfaction
- Serves as role models to others through positive and productive client and colleague relationships

HERO (Helping Everyone Realize Opportunities)

- Takes initiative to solve problems and improve work situations without being prompted
- Demonstrates reliability, perseverance, and focus on results
- Helps others by sharing knowledge of university practices and resources or job-related skills

SAFE (Safety Award for Excellence)

- Excel in creating and maintaining a safe and healthy workplace
- Hold an excellent workplace safety record (i.e. no accidents/injuries in the last year or longer)
- Reports hazards, slips, trips, falls, near misses, etc. in a timely manner

IDEA (Innovate Discover Encourage Achieve)

- Developed an idea that moved the division and the campus forward or continuously comes up with creative ideas by producing a wide-range of suggestions
- Significantly improved a work process or system, or has significantly increased the efficiency of an operation or department/unit
- Demonstrates significant improvements in student or staff services or enhanced student or staff satisfaction
- Participates in collaborative problem-solving, breaking down boundaries and/or creating new relationships to improve the way work gets done
- Embraces change as an opportunity for growth and innovation
- Takes a proactive and innovative approach toward finding sustainable solutions to business challenges
- Demonstrates a high degree of financial responsibility coupled with sound judgement

TEAM (Together Everyone Achieves More)

- Works effectively as part of a team to successfully accomplish a task or meet a goal
- Builds effective collaborative relationships across different groups of departments within the organization to define and solve problems
- Creates a team environment that promotes communication, trust, cooperation, and respect for differences
- Develops a partnership that seeks input and involvement of those affected by decisions
- Successfully reach achievements that exemplify campus or systemwide collaboration