

Sample form, not for offline completion.

Visit <https://mcmasteru.staffexcellence.com> to enter.

Team Awards

Although departments should be acknowledged and rewarded for their collaborative work toward meeting their goals, the intent of this program is to recognize the most contributing individual, group or team. We encourage leaders to find alternate avenues for recognizing and rewarding their department for good work.

Name of Team You Are Nominating

Nominator's name

Nominator's position

Nominator's department

Nominator's email address

List of team members

Please list all members of the team, including their full name (as it is to be used in communications), position, department, and email address.

As nominator, it is your responsibility to ensure all members of the team are included and the information you provide is accurate.

IMPORTANT:

- Please ensure you answer all questions in the nomination form clearly with well-explained examples.
- Each answer will be scored by the selection committee.
- If you do not provide an answer to a question, your score will be 0 for this question and will affect the overall score and success of your nomination.
- There is a maximum number of words allowed in each answer. This is indicated beside each question.

Recent work history of the team you are nominating

250 words

Please outline the recent work history of the team you are nominating. Please note that this information may be used in promotional and program materials.

Exceeds expectations

300 words

Please specifically identify examples of how the nominee clearly demonstrates work beyond the normal requirements of their role. An emphasis is placed on this and nominators must convey specific examples of how the individual or team exceeds the expectations for the role.

Inclusive excellence

250 words

Provide examples of how the nominee demonstrates and advances inclusive excellence, including efforts which support and advance McMaster's equity, diversity, and inclusion priorities and goals.

Enhancement of the reputation of McMaster University

250 words

Provide specific examples of how the nominee's work has enhanced student success or the reputation of McMaster University. This includes providing a direct or indirect contribution to the community or the University which impacts students and/or the reputation of McMaster.

Excellent service

250 words

Provide specific examples of how the nominee has provided excellent service. This includes substantial effort directed at producing or accomplishing a product which provides an outstanding quality or superior merit.

Innovation

250 words

Provide specific examples of how the nominee has demonstrated innovation in their work. This includes the introduction of new ideas or methods, or making changes to established practices.

Impact of work

250 words

Provide specific examples of how the nominee's work impacts McMaster University. Explain the level of breadth and depth of impact. This includes the extent and quality of the influence on the University.

Attachments



Additional Documents (optional) and
Supporting References (required)

	▼
Supporting Reference	
Supporting Document	

Please attach all supporting references and supporting documents in this section.

Supporting References:

- Each nomination must be supported by a minimum of three and a maximum of six supporting reference letters. The reference letters may be a maximum of 500 words, or a maximum of a 1-minute video submission. The reference letter or video must clearly indicate the referee's name, title, and affiliation with the University, and must reference the name of the individual or group being nominated.
- **Supporting references longer than 500 words (or a 1-minute video) WILL NOT BE ACCEPTED.**
- The nominator may not be a supporting reference.
- The nominee's current supervisor must be either the nominator or one of the supporting references for the nomination
- At least one referee must be either a current faculty or staff member of the University.
- Be selective in whom you choose to support your nomination as one of the criteria the Advisory Committee uses in evaluating nominations is the strength and diversity of supporting references. Therefore, if you select supporting references from different functions and departments within and/or external to the University, this will improve the score of the nomination. A good practice is to request a copy of the supporting reference letter in advance of the deadline, so you have time to request edits, if required.

Additional Supporting Materials:

- You may submit documents or media to support your nomination. All materials must be provided in digital format (i.e. video, electronic files). Please do not include photographs of the nominee. The smaller of 10MB total maximum or a 4-pages document beyond the nomination questions is allowed.