Recognition Process

- Nominations are accepted from any UNC Greensboro employee or contractor.
- Nomination forms including a short narrative are submitted to the co-chairs via web or hard copy.
- Nominations are forwarded to immediate supervisor for review and signature.
- Nominations are compiled onto a ballot form by co-chairs.
- The Nominations Employee Awards Program Committee shall review and rank nominations.
- Committee co-chairpersons tally nominations and present committee recommendations to Director of Facilities Design and Construction and Director of Facilities Operations.
- Director of Facilities Design and Construction and Director of Facilities Operations reviews and approves recommended candidates.
- Nomination forms are available online Facilities Operations and Facilities Design and Construction website;
  - Facilities Operations – Sink Building Business Office
  - Facilities Operations Shops Business Office
  - Facility Services Office
  - Facilities Design and Construction Business Office

Reward

- Framed Certificate of Recognition
- Notation in Campus Weekly/Facilities Operations newsletter
- $50.00 gift card
- University logo polo shirt

Customer Service Award

This award is presented to individuals who demonstrate remarkable positive and professional interaction with fellow employees as well as the university community.

Criteria

- Must be a permanent or temporary Facilities employee.
- Should have no disciplinary actions recorded within the last six months.
- Building Commitment- going the extra mile and demonstrating pride in work and/or demonstrating leadership and accountability.
- Communicating Effectively – politely and diplomatically setting clear service expectations, providing consistent and accurate information to the client, volunteering value added services/information, and/or keeping clients apprised of waiting times for provision of service.
- Demonstrates creativity or resourcefulness in assisting customers.
Safety Award

This award is to acknowledge outstanding contributions by University Facilities employees in establishing and maintaining high standards of occupational safety and health activities and achievements within the university.

Criteria

- Must be a permanent or temporary Facilities employee.
- Should have no disciplinary actions recorded within the last six months.
- Must have no accidents (with exception of Band-Aid cases) recorded during period.
- Demonstrating significant improvement over previous conditions.
- Making an extra effort to improve or correct a specific aspect of safety within the workplace.
- Employee properly uses all personal protection and safety equipment.
- An individual who keeps their work environment neat, clean and safe.
- An individual who stands out and leads by example by practicing good safety techniques.

Teamwork and Collaboration Award

This award is to acknowledge outstanding contributions by Facilities employees who have worked together in an exceptional manner to perform an assigned task. This employee has performed beyond the scope of their regular day-to-day job duties and responsibilities.

Criteria

- Must be a permanent or temporary Facilities employee.
- Should have no disciplinary actions recorded within the last six months.

Demonstrated a combination of the following:

- Solicited the input of others who are affected by plans or actions.
- Listened to all points of view.
- Found areas of agreement when working with conflicting individuals or groups and built consensus.
- Identified and pushed for solutions in which all parties benefited.
- Demonstrated concern for treating people fairly and equitably.
- Gave credit to and recognized others who contributed.
- Kept all relevant individuals and groups informed and up-to-date.
- Readily got cooperation of others for whom he or she had no direct supervisory responsibility.
- Took into account the university as a whole when making or recommending decisions.