

University Facilities
Professional Customer Service Award
Nomination Form

University Facilities would like your nomination of someone who has worked with the department more than 4 years that deserves recognition for providing experienced customer service.

Name of the person you would like to nominate: _____

Your Name (Optional): _____

Today's Date: _____

The award will be based upon the following questions. Please let us know how your nomination shows their customer service skills.

Describe how the nominee provides consistent quality service anytime any place; not just in his/her assigned areas/tasks. _____

Explain how this person takes initiative to anticipate and meet customers' needs? Please offer examples. _____

Do they understand, support and implement, in word and deed, the University's and Department's Core Values? _____

Is this person regarded by others as a hard worker, mentor and conscientious W&L employee? _____ Explain. _____

Does this person demonstrate a mature understanding and consistent pattern of development with regard to the university's mission, the department's role and his/her duties and responsibilities. _____ Explain. _____

Are there any additional comments you wish to share about your nomination? _____

Please send this form to Linda Hofmann, Customer Service Assistant, in the Univ. Facilities Offices and thank you for your nomination.