

Facilities and Campus Services Rewards & Recognition Nomination Form

for the Annual FCS Employee Awards Celebration

Today's Date: _____

You can find an electronic fillable version of this form on our website:

<https://fcs.cornell.edu/rewards-recognition-nomination-form-annual-fcs-employee-awards-celebration>

Name(s), title(s) and department of the staff or team members you are nominating <i>(Please continue on separate sheet as needed).</i>	Name _____ Name _____ Name _____ Name _____ Name _____ Name _____	Title _____ Title _____ Title _____ Title _____ Title _____ Title _____	Dept. _____ Dept. _____ Dept. _____ Dept. _____ Dept. _____ Dept. _____
Nominators name(s), title(s) and department(s) <i>(Please continue on separate sheet as needed).</i>	Name _____ Name _____ Name _____ Name _____	Title _____ Title _____ Title _____ Title _____	Dept. _____ Dept. _____ Dept. _____ Dept. _____
What is your working relationship with the person/ team you are nominating?			

All nominees must consistently demonstrate the Cornell University “Skills for Success” and FCS’s values of Truth, Respect, Excellence, Teamwork and Integrity.

Please check the box(es) below for the award(s) you are nominating this person/team for. *(You can choose more than one.)* If you are unsure, the committee will designate all awards that apply.

- Keystone Award** – This award is the highest honor. Excellence in service to the organization and consistent quality output in work activities. Awarded to an individual/team who exemplifies excellence and many of the qualities listed in the Cornerstone Awards.
- Cornerstone Award: Campus or Community Service** – Volunteerism efforts either external or internal to Cornell University.
- Cornerstone Award: Dedication to Developing Others** – Commitment to mentoring others and contributing towards the goal of succession planning.
- Cornerstone Award: Distinction in Teamwork** – Had a positive impact on a team by giving distinguished service, making a difference, or implementing a quality of work/life improvement.
- Cornerstone Award: Effectiveness Improvement** – Implemented an innovative process improvement that had a significant cost and/or time savings benefit to the organization.
- Steve Wright Bridge Award** – Demonstration of significant, ongoing commitment to fostering diversity and inclusion.
- FCS “One Cornell” Award** – An FCS team or employee who effectively worked across units, cultures, and other boundaries to positively impact one of our campus partners and/or Cornell as a whole.
- FCS Campus Partner “One Cornell” Award** – For a campus partner who effectively worked across units, cultures and other boundaries to positively impact Facilities and Campus Services.
- I am not sure. Please have the Rewards and Recognition Team choose for me.**

Please use the following questions to help you think about and write your nomination.

<p>Keystone Award</p> <p>What makes this person/team excellent in their work responsibilities? How do they consistently provide quality and timely work outputs? Please show examples of how they meet the criteria for most/all of the four Cornerstone Awards.</p>	<p>Cornerstone Award: Campus or Community Service</p> <p>What volunteer activities do they participate in? What positive effect has their contributions made?</p>
<p>Cornerstone Award: Effectiveness Improvement</p> <p>What was the process improvement that the person/team implemented? What was the cost/time savings that resulted?</p>	<p>Steve Wright Bridge Award</p> <p>How does this person/team foster diversity and inclusion within Cornell or the local community? How have they demonstrated commitment to diversity and inclusion?</p>
<p>Cornerstone Award: Distinction in Teamwork</p> <p>What made the team effective in their mission? What was the difference that the team made?</p>	<p>FCS “One Cornell” Award</p> <p>What project did they work on that influenced a campus partner or Cornell as a whole? How did they make a positively impact outside of FCS?</p>
<p>Cornerstone Award: Dedication to Developing Others</p> <p>How have they showed their commitment to mentoring others? How are they effective in their work developing others?</p>	<p>Campus Partner “One Cornell” Award</p> <p>How did this campus partner make a difference to FCS? What made their collaboration with FCS stand-out in your mind?</p>

Please include specific examples relevant to the required criteria for the award you are nominating this person/team for. ***Please use additional pages if needed.*** Letters of recommendation from other people who thoroughly know the individual or team’s work and other supporting documentation (e.g. photos and e-mails) may be included with this nomination.

1. Why are you nominating this person or team?

2. Please give specific examples relevant to the particular award criteria listed above for one or all of the categories.

3. How does this example go above and beyond the person's or team's normal responsibilities?

If you need assistance in writing, completing and/or submitting your nomination, contact any member of the Rewards and Recognition Committee:

Ellen Chase, Bridgette Brady, Sarah Carson, Carin Clark, Vicki Davis, Erik Eshelman, Susan Evans, Renee Foote, Tim Hamilton, Matt Johnson, Michele Johnson, Dan Schied, Jessica Schillmoeller and Todd Searles.

Submit your nomination by scanning and e-mailing this completed form to FCSRRC@cornell.edu. Paper copies may be submitted to Jessica in FCS Customer Service or to Ellen Chase, 125 Humphreys Service Building.