

Service Excellence Award NOMINATION FORM



PLEASE NOTE: This form must be completed only with Adobe Reader. Using other programs will result in lost data on the form. Adobe Reader is free from adobe.com — [click here to download](#).

The Service Excellence Award recognizes a staff member who has gone above and beyond the call of duty to serve co-workers and/or members of the UAB community. Nominees for this award should have demonstrated a combination of the following:

- Provided outstanding service to their specific department or division
- Showed willingness to assist beyond normal expectations
- Sought ways to continuously improve satisfaction and remove barriers when providing services to members of the university community
- Anticipated clients' needs and potential problems before they occurred

Please keep these criteria in mind while answering the following questions.

Name of Nominee: _____

Describe the situations, projects and/or initiatives in which the nominee demonstrated the criteria above.

Identify the specific behaviors demonstrated by the nominee that embodied excellence in service.

Describe the current or potential outcomes and/or impact of the nominee's contributions.

What additional criteria would you like us to consider?

Your Name: _____ Your Blazer ID: _____

**To submit your nomination, attach this PDF to the online nomination form:
uab.edu/humanresources/home/hr-awards/hr-nominations**

Nominations are accepted from January 1 to December 15. An outside selection committee will review and score submissions for category based on the criteria described above, and will make award recommendations to the CHRO. Awards are presented each spring during the annual HR Service Awards reception.