

SUPPORT STAFF EXCELLENCE AWARDS 2018 Nomination Form

BRISBANE
STATE
HIGH
SCHOOL



I nominate: _____

In the role of: _____

For a **Support Staff Excellence Award for Performance and Service**

Nominator(s) details

Name	Role/Department

Nomination process and required documentation

Submit this nomination form and a letter of support that addresses the criteria selected above. **Either this nomination form or the letter of support must be from the employee's supervisor.**

Completed nomination forms and letter of support must be emailed to staffawards@brisbaneshs.eq.edu.au by no later than **Tuesday 21 August 2018**.

Selection criteria

Please select three or more criteria you are nominating the employee for.

- 1. **Customer service:** Contributes to improvement in the quality of service to students, staff, departments, and/or the public;
- 2. **Service projects:** Undertakes significant projects which demonstrate creativity or progressive ideas;
- 3. **Leadership:** Demonstrates initiative and sets the pace in a supervisory or non-supervisory role;
- 4. **Mentoring:** Encourages and motivates other employees to improve their performance;
- 5. **Self improvement:** Initiates developmental activities to improve job knowledge or work performance;
- 6. **Efficiency:** Contributes ideas that result in savings of time and/or resources;
- 7. **Problem solving:** Demonstrates creative and innovative solutions to problems or challenges in the department; and/or
- 8. **Teamwork:** Contributes significantly in team approaches.

On page 2, please use specific examples to describe how this employee's performance merits recognition for exemplary service. Please describe, as precisely as possible, how the nominee has consistently shown outstanding or extraordinary performance in the three or more criteria areas you selected above.

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Please describe, as precisely as possible, how the nominee has consistently shown outstanding or extraordinary performance in the three or more criteria areas you selected on page 1.