

University Facilities  
**Rising Star Customer Service Award**  
Nomination Form

University Facilities would like your nomination of someone who has worked with the department less than 4 years but more than one year that deserves recognition for providing good 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. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do they show a willingness to learn and eagerness to contribute to the success of the department? Please offer examples. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explain how this person demonstrates a growing level of care that contributes to and inspires a collaborative and healthy workplace? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this person demonstrating a growing understanding of 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.