

Teamwork Award Nomination Form

Instructions: Please complete this form to nominate employee(s) for a Teamwork Award. Please be as specific as possible concerning the behavior that demonstrates the definition of teamwork.

Employee(s) Being Nominated

Name(s):

Department(s):

Employee Submitting Nomination

Name:

Department:

Working Relationship to nominee:

Date:

Teamwork may be demonstrated through the following way:

1. A collaborative effort between individuals who work toward the solution of mutual goals and internal customer satisfaction.

Nominations will be evaluated based upon the following behaviors:

- A. **Cooperation:** the awarded work will display the willingness to take on additional responsibilities to meet department and/or organizational goals or to complete a special project
- B. **Openness:** the awarded work will display the willingness to freely share and accept information, ideas, technologies, knowledge, and skills
- C. **Teambuilding:** the awarded work will display the willingness to create an environment that encourages working together

Please summarize the situation/event you are nominating the employee(s) for:

What problem/issue was solved as a result of this situation/event?

How does this nomination go above and beyond everyday job duties and responsibilities?

Provide any additional information you feel is important to assist the committee in evaluating this nomination. Feel free to reference what Core Value(s) were demonstrated as part of the Teamwork effort.