



FACILITIES PLANNING & MANAGEMENT

Excellence in facilities and services for our university community

FP&M Employee Recognition Award Nomination Form

See inside.fpm.wisc.edu/employee-recognition/ for deadlines.

-Select award category-->

***Team Work · Customer Service · Creative Solutions
Going Above and Beyond · Unsung Individual***

About Nominee

Name

Department or Unit

Position (if known)

Address (if known)

Email (if known)

Phone (if known)

Supervisor (if known)

About Nominator We may contact you for additional information about this nomination.

Name

Department or Unit

Position

Address

Email

Phone

Describe Reason for Recognition: Attach additional pages, if needed.

Nominations for Employee Recognition should be returned to FP&M Human Resources; Attn: FP&M Recognition Awards

For assistance email Recognition@fpm.wisc.edu

FP&M Employee Recognition Award Categories

Team Work Award: Recognize people who work together to achieve a common goal. Nominate people who:

- Maintain effective working relationships with coworkers, supervisors, or customers
- Encourage teamwork by recognizing and promoting employee strengths
- Recognize the strengths of all employees and encourage teamwork
- Collaborate and cooperate when solving problems
- Support UW-Madison values to achieve positive results together

Customer Service Award: Recognize a person who builds positive relationships and gives customers more than what they expect. Nominate a person who:

- Uses personal expertise and customer feedback to solve problems
- Handles customer concerns or customer requests quickly and effectively
- Has a respectful and friendly attitude with all customers
- Manages challenging customer service situations in a way that upholds UW-Madison values

Creative Solutions Award: Recognize a person who uses inventive solutions to improve ideas or processes. Nominate a person who:

- Embraces change as an opportunity for improvement and continuous learning
- Participates in collaborative problem-solving and comes up with practical solutions
- Ensures a safe and healthy campus and work environment by following established procedures and protocols for their job functions at all times
- Independently finds and uses sustainable, effective, and efficient resources

Unsung Individual Award: Recognize a person who has made significant everyday contributions to their workplace and UW-Madison. Nominate a person who:

- Demonstrates integrity by being trustworthy, respectful, and accountable
- Consistently works towards team success
- Performs work accurately and follows professional standards
- Promotes high standards for honesty, responsibility, and perseverance
- Shares job-related knowledge and available resources with others
- Follows through on commitments

Going Above and Beyond Award: Recognize a person for contributions beyond their job description. Nominate a person who:

- Acts in a way that positively influences the entire group or energy
- Does more than the job description requires (i.e., volunteering)
- Takes initiative to respond to difficult or unexpected events
- Exceeds goals and expectations
- Promotes employee morale and integrity in the workplace