UT CITATION FOR EXTRAORDINARY CUSTOMER SERVICE

ELIGIBILITY
All regular, full- and part-time UT staff members are eligible for the UT CITATION FOR EXTRAORDINARY CUSTOMER SERVICE. The nominee may be exempt or non-exempt and must have at least one year of service at the time of the nomination. Any staff member, faculty member, student or friend of the University may submit nominations. Self-nominations will not be accepted. The most recent recipient of the award may not be considered for the award in the immediate subsequent year.

CRITERIA FOR NOMINATION AND SELECTION
The award will be given to the staff member who best reflects honor upon the University through exemplary customer service. Customers are defined as students, parents, co-workers, faculty, staff, alumni, and the general public. Consideration will be given to the following: job performance, attitude, initiative, relationship with associates and other customers, and the ability to relate to the mission of the University.

NOMINATION FORM (Please print or type.)
Please complete, sign, and submit this form to Positive Recognition Committee, 232 Conference Center Building, CAMPUS – 4125, no later than February 18, 2005. Nominations will be accepted on this nomination form only. On the back of this form, please list specific examples of qualifications that meet the criteria for nomination. The information is important in the selection process as decisions are based on the written information you provide.

Date Submitted: _______________________________

I wish to nominate:  _______________________________________________________________________
Nominee’s Name     Nominee’s Email Address
________________________________________________________________________
Nominee’s Title     Nominee’s Department Name

Don’t Forget! Please write a detailed description of extraordinary service on Page 2 of this form!

Nominator’s Information: __________________________________________________________________
Name

Mailing Address

Telephone Number        Email Address

Nominator’s Relationship to Nominee: __________________________________________________________

Nominator’s Signature (optional): ____________________________________________________________

DEADLINE FOR NOMINATIONS: FRIDAY, FEBRUARY 18, 2005
UT Citation for Extraordinary Customer Service

Please return the completed nomination form to:
Positive Recognition Committee
232 Conference Center Building
CAMPUS – 4125
Or fax your nomination form to: 974-6066
For additional information or nomination forms, please call: 974-6018

Nomination Statement
Please remember that selection for the recipient of this award is based upon this description of the nominee’s extraordinary customer service. Please be clear, detailed and specific.

Deadline for Nominations: Friday, February 18, 2005