

# Facilities and Campus Services

## Rewards & Recognition Nomination Form

for the Annual FCS Employee Awards Celebration

Today's Date \_\_\_\_\_

Name of FCS staff or team you are nominating :	
Staff members title:	
Staff members department:	
Your name, department and title:	
What is your working relationship with person or team you are nominating:	

All nominees must consistently demonstrate the Cornell University "Skills for Success;" consistently demonstrate FCS's values of Truth, Respect, Excellence, Teamwork and Integrity; and have documented examples of accomplishments that align within one or more of the following criteria.

**Keystone Award** — Excellence in service to the organization and consistently provides quality output in work activities. This award is the highest honor and can be awarded to an individual or team that exemplifies excellence along with many of the qualities listed below. \$6,000 bonus

- **Cornerstone Award — Effectiveness Improvement** —Implemented an innovative process improvement that had a significant cost and/or time savings for the organization. \$1,200 bonus
- **Cornerstone Award — Distinction in Teamwork**— Positive impact of a team by providing distinguished service, making a difference, or implementing a quality of work/life improvement. \$1,200 bonus
- **Cornerstone Award — Dedication to Developing Others**— Commitment to mentoring others and contributing towards the goal of succession planning. \$1,200 bonus
- **Cornerstone Award — Campus or Community Service** —Volunteer efforts either external or internal to Cornell University. \$1,200 bonus
- **Steve Wright Bridge Award — Diversity and Inclusion** —Demonstration of significant, ongoing commitment to fostering diversity within FCS. \$1,200 bonus

## Rewards & Recognition Nomination form for FCS' Annual Employee Celebration

Please check the award or awards you are nominating this person/team for below,  
if you are unsure the committee will place them in all that apply.

<input type="checkbox"/> <b>Keystone Award</b>  What makes this person/team excellent in their work responsibilities? How do they consistently provide quality and timely work outputs? Please show examples of how this person/team meets the criteria for each of the four Cornerstones.	<input type="checkbox"/> <b>Steve Wright Bridge Award—Diversity and Inclusion</b>  How does this person/team contribute to diversity and inclusion initiatives in FCS? How has this person/team demonstrated commitment to diversity and inclusion?
<input type="checkbox"/> <b>Cornerstone Award—Effectiveness Improvement</b>  What was the process improvement that the person/team implemented? What was the cost/time savings that resulted?	<input type="checkbox"/> <b>Cornerstone Award—Dedication to Developing Others</b>  How has this person/team showed their commitment to mentoring others? How is this person/team effective in their work developing others?
<input type="checkbox"/> <b>Cornerstone Award—Distinction in Teamwork</b>  What made the team effective in their mission? What was the difference that the team made?	<input type="checkbox"/> <b>Cornerstone Award—Campus or Community Service</b>  What volunteer activities does this person/team participate in? What positive effect has their contributions made?

**Below please enter your nomination**, be sure to include specific examples relevant to the required criteria for the award pertaining to one or more of the six criteria listed on page #1

Questions are listed above to help you write your nomination. You may also submit letters of recommendation from other people who thoroughly know the individual or team's work.

**1. Why are you nominating this person or team?**

Enter as much information as needed

**2. Please give specific examples relevant to the particular award criteria listed above for one or all the categories.**

Enter as much information as needed

**3. How does this go above and beyond normal responsibilities?**

Enter as much information as needed

**If you need assistance completing this nomination, please contact a Rewards & Recognition Committee member.**

**Contact any member of the rewards and recognition committee for assistance with writing, completing and/ or submitting your nomination.**

Members are: Carin Clark, Dan Schied, Dave Brinsko, Ellen Chase, Erik Eshelman, Jim Naylor, John McCarthy, Julie Parsons, Kelley Yeomans, Kristin Gutenberger, Laurie Coffin, Marcia Baker, Michelle Johnson, Steve Devlen, Sue Kern Wilkins, Tony McCabe, and Vicki Davis.

Submit your nomination by saving and sending this completed form to the mail –

[FCSRRC@cornell.edu](mailto:FCSRRC@cornell.edu)

Or submit a paper copy at Customer Service, Humphreys Service Building.

Please submit any supporting letters/documents with your nomination