



Department of Buildings and General Services

Nomination Form - Employee or Team Merit Awards

(To be completed by person requesting nomination)

Award Type:

Name of Nominee
or Team Name:

Job Title:

Division:

Job Responsibilities:

Select the reason(s) the person or team you are nominating deserve this award:

Demonstrated initiative, innovation or creativity (such as savings to the State, increased efficiency of operations or continuous program improvement).

Explanation:

Demonstrated extraordinary commitment, customer service, or dedication in to the workplace.

Explanation:

Exhibited an extraordinary level of teamwork, professional development or leadership.

Explanation:

Contributed extra effort toward creation of a positive work place environment or positive workplace attitudes.

Explanation:

Achieved measurable success on special projects requiring significant extra effort.

Explanation:

Demonstrated long-term recognized excellent or outstanding performance (continuous period of 12 months or more is required for merit step increases)

Explanation:

Nominator name:

Nominator initials:

Date:

Instructions for Nominator: Click on the submit button below and press send.

Section Below For BGS Director Only:

BGS Director name:

Today's Date:

Reward Approval:

Accept

Decline

Suggested Award:

Comments:

Instructions for Director: Click on submit button below and press send.