

OFFICE OF THE VICE PRESIDENT

Administration and Finance

Customer Service Excellence Award Nomination Form

Date:	
Name of Nominee:	Position:
Department:	
Name of Nominator:	Position:
Department:	Office Phone No.:
E-mail:	
Why should your nominee receive the pages may be used.	award? Please provide specific examples. Additional
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Selection Criteria

The following criteria will be used in selecting nominated employees:

- Going above and beyond to satisfy the customer.
- Maintaining a joyful attitude of providing excellent customer service.
- The number of legitimate nominations received.
- Impact of the customer service scenario.
- Must not have been a recipient of the award within the last four months.
- Should be an employee from the following departments: Business (Comptroller's)
 Office, Human Resources, Plant Maintenance/Facilities, Office of Information
 Technology, Athletics/Fieldhouse, Safety, Auxiliary (Bookstore and Post Office), and Vice
 President of Administration and Finance Office.

Selection Process

The Vice President of Administration and Finance (VPAF) will designate a three person panel to serve for one (1) fiscal year and review submissions for candidate stories of customer service excellence.

The panel will need to screen for nominations that come from friends or have the appearance of being part of an organized effort to win the award. Anonymous nominations will not be accepted.

Please submit all nominations electronically to adminfinance@triton.uog.edu.