

# Facilities and Campus Services Rewards & Recognition Nomination Form

for the Annual FCS Employee Awards Celebration

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

You can find an electronic fillable version of this form on our website:

<https://fcs.cornell.edu/rewards-recognition-nomination-form-annual-fcs-employee-awards-celebration>

Name(s), title(s) and department of the staff or team members you are nominating <i>(Please continue on separate sheet as needed).</i>	Name _____	Title _____	Dept. _____
	Name _____	Title _____	Dept. _____
	Name _____	Title _____	Dept. _____
	Name _____	Title _____	Dept. _____
	Name _____	Title _____	Dept. _____
	Name _____	Title _____	Dept. _____
Nominators name(s), title(s) and department(s) <i>(Please continue on separate sheet as needed).</i>	Name _____	Title _____	Dept. _____
	Name _____	Title _____	Dept. _____
	Name _____	Title _____	Dept. _____
	Name _____	Title _____	Dept. _____
What is your working relationship with the person/ team you are nominating?			

**All nominees must consistently demonstrate the Cornell University “Skills for Success” and FCS’s values of Truth, Respect, Excellence, Teamwork and Integrity.**

Please check the box(es) below for the award(s) you are nominating this person/team for. *(You can choose more than one.)* If you are unsure, the committee will designate all awards that apply.

- Keystone Award** – This award is the highest honor. Excellence in service to the organization and consistent quality output in work activities. Awarded to an individual/team who exemplifies excellence and many of the qualities listed in the Cornerstone Awards.
- Cornerstone Award: Campus or Community Service** – Volunteerism efforts either external or internal to Cornell University.
- Cornerstone Award: Dedication to Developing Others** – Commitment to mentoring others and contributing towards the goal of succession planning.
- Cornerstone Award: Distinction in Teamwork** – Had a positive impact on a team by giving distinguished service, making a difference, or implementing a quality of work/life improvement.
- Cornerstone Award: Effectiveness Improvement** – Implemented an innovative process improvement that had a significant cost and/or time savings benefit to the organization.
- Steve Wright Bridge Award** – Demonstration of significant, ongoing commitment to fostering diversity and inclusion.
- FCS “One Cornell” Award** – An FCS team or employee who effectively worked across units, cultures, and other boundaries to positively impact one of our campus partners and/or Cornell as a whole.
- FCS Campus Partner “One Cornell” Award** – For a campus partner who effectively worked across units, cultures and other boundaries to positively impact Facilities and Campus Services.
- I am not sure. Please have the Rewards and Recognition Team choose for me.**

**Please use the following questions to help you think about and write your nomination.**

<p><b>Keystone Award</b></p> <p>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 they meet the criteria for most/all of the four Cornerstone Awards.</p>	<p><b>Cornerstone Award: Campus or Community Service</b></p> <p>What volunteer activities do they participate in? What positive effect has their contributions made?</p>
<p><b>Cornerstone Award: Effectiveness Improvement</b></p> <p>What was the process improvement that the person/team implemented? What was the cost/time savings that resulted?</p>	<p><b>Steve Wright Bridge Award</b></p> <p>How does this person/team foster diversity and inclusion within Cornell or the local community? How have they demonstrated commitment to diversity and inclusion?</p>
<p><b>Cornerstone Award: Distinction in Teamwork</b></p> <p>What made the team effective in their mission? What was the difference that the team made?</p>	<p><b>FCS “One Cornell” Award</b></p> <p>What project did they work on that influenced a campus partner or Cornell as a whole? How did they make a positively impact outside of FCS?</p>
<p><b>Cornerstone Award: Dedication to Developing Others</b></p> <p>How have they showed their commitment to mentoring others? How are they effective in their work developing others?</p>	<p><b>Campus Partner “One Cornell” Award</b></p> <p>How did this campus partner make a difference to FCS? What made their collaboration with FCS stand-out in your mind?</p>

Please include specific examples relevant to the required criteria for the award you are nominating this person/team for. *Please use additional pages if needed.* Letters of recommendation from other people who thoroughly know the individual or team’s work and other supporting documentation (e.g. photos and e-mails) may be included with this nomination.

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

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

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3. How does this example go above and beyond the person's or team's normal responsibilities?

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**If you need assistance in writing, completing and/or submitting your nomination, contact any member of the Rewards and Recognition Committee:**

Ellen Chase, Bridgette Brady, Sarah Carson, Carin Clark, Vicki Davis, Erik Eshelman, Susan Evans, Renee Foote, Tim Hamilton, Matt Johnson, Michele Johnson, Dan Schied, Jessica Schillmoeller and Todd Searles.

**Submit your nomination by scanning and e-mailing this completed form to [FCSRRC@cornell.edu](mailto:FCSRRC@cornell.edu). Paper copies may be submitted to Jessica in FCS Customer Service or to Ellen Chase, 125 Humphreys Service Building.**