

TEAM OF THE YEAR NOMINATION FORM

The Citadel, 171 Moultrie Street, Charleston, SC 29409 Telephone: 843-953-6922

Names of Nominees:	Team Project:
Department:	
Supervisor's Name:	Supervisor's Phone Number:
Nominated By:	Date Submitted:

- **Please answer the four questions in the space provided below regarding your nominee using the Team of the Year Nomination Supplemental Form attached.**
- Answer each question below on the **Nomination Supplemental Form**. Answers may be either typed or hand written. Ensure you place the team name at the top of each page.
- The Supplemental Form explains why your nominee should be selected as "The Citadel Team of the Year".
- Submit nominations to the Training and Development Manager, Human Resources **no later than 20 March 2015**.

- 1) Explain what project your team accomplished to improve service or quality for the department or college during the current fiscal year.
- 2) Describe the unique impact that your team has had on The Citadel.
- 3) Describe how the team improved service to the student(s).
- 4) Describe how the project resulted in a cost savings or earnings for The Citadel.

Vice President Review

Agree Disagree Review Date: _____

(Vice President Signature is required)

Comments: _____

Human Resource Review

Initials: _____	Date: _____	Time: _____
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Forwarded to Staff Counsel Morale and Welfare	Date: _____	Time: _____
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Team of the Year Award – Nomination Instructions

Each year The Citadel seeks nominations for Team of the Year. The Citadel Team of the Year Award publically recognizes a team for superior performance.

ELIGIBILITY:

To be eligible for the Citadel Team of the Year Award, an employee must:

- a) Be employees of the Citadel. Teams containing contractors and/or students are not eligible.
- b) Team must have at least three employees.
- c) Project must be sponsored by one or more departments.
- d) Must not have won the award in the last 5 years.

CRITERIA:

- a) Teams may be nominated for the award in writing by their supervisors or any member of the faculty or staff, through their respective department heads.
- b) In order to nominate a team, the nomination form must be completed, signed by the teams Vice President, and received by the Training and Development Manager, Human Resources Department **on or before 20 March 2015**.
- c) Nomination is based on:
 - 1. *Improving The Citadel environment (work, classroom, infrastructure, etc)*
 - 2. *Improving service to students, faculty or staff.*
 - 3. *Developing and implementing cost saving measures.*

PROCEDURE:

- a) Complete the nomination and supplemental forms. Only the nomination form and the supplemental form will be accepted.
- b) Forward completed nomination form and the supplemental form to the teams Vice President for review and signature.
- c) Submit completed forms to the Training and Development Manager, Human Resources Department by **5:00 pm on 20 March 2015**. **Nominations received after this date and time will be disqualified.**

**TEAM OF THE YEAR
SUPPLEMENTAL NOMINATION FORM (HR FORM 6-138 B)**

Names of Team Members:	Team Project:
Department:	

1. Explain what project your team accomplished to improve service or quality for the department or college during the current fiscal year.

2. Describe the unique impact that the team has had on The Citadel.

3. Describe the impact on improving service to our students, faculty or staff.

4. Describe how the project resulted in a cost savings or earnings for The Citadel.

Supervisor's Name:	Supervisor's Phone Number:
Nominated By:	Date Submitted: