** Employee Excellence Awards**

**Directions for Nomination Submission**

* Determine the specific award for which you are nominating the individual. Review the award information and criteria first.
* Describe how the nominee **meets each of the nomination criteria in the order they are presented on the following page.**
* A minimum of two (2) reference letters must accompany the nomination package. Please be selective with additions, which should clearly show how the nominee meets the criteria.
* The nominator must inform the nominee’s supervisor/director that a nomination is being made.
* Ensure applications are submitted on or before **January 29, 2021**.
* Submit nominations to [jennifer.yanish@lethbridgecollege.ca](mailto:jennifer.yanish@lethbridgecollege.ca) or drop off at CE2330 (Executive Offices).
* Nominations may be resubmitted in subsequent years but they will not be held on file or carried over automatically. Resubmission is the responsibility of the nominator.

|  |  |  |  |
| --- | --- | --- | --- |
| **Nominee information** |  | | |
| Name of nominee(s) |  | | |
| Nominee(s) work phone |  | Nominee(s) e-mail |  |
| Nominee(s) position |  | | |
| Nominee(s) department |  | | |
| Supervisor/director |  | | |
| Nominee(s) signature |  | | |
|  | *Indicating agreement to have name published with list of nominees* | | |
| Supervisor’s signature |  | | |
|  | *I have been notified that a nomination has been made* | | |
| **Nominator information** |  | | |
| Nominator name(s) |  | | |
| Nominator(s) work phone |  | Nominator(s) e-mail |  |

**Award category** (please select **one (1)** award category)

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**ELIGIBILITY CRITERIA**

Each award includes criteria a nominee must meet to be considered for eligibility. Please complete criteria information for details. You can use the following form or a blank word document (please ensure to indicate criterion) to describe how the nominee embraces the spirit of each criterion.

|  |  |
| --- | --- |
| **Criterion 1:** |  |
| **Criterion 2:** |  |
| **Criterion 3:** |  |
| **Criterion 4:** |  |
|  | I have attached two (2) reference letters: |