**Nomination Recognition**

Department:

Individual or team nomination *(please delete as appropriate)*

Eligible to be awarded Y/N

Details of individual(s) being nominated:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Job title** | **Grade** | **Award (£200 or £400)** |
|  |  |  |  |
|  |  |  |  |

Please complete the section below, giving brief examples of high performance by individuals or teams

**1. Overview of individual/team:**

*(Please provide brief information (1 or 2 sentences) that will help the Head of Department to understand the employee’s role/role of the team in the department)*

**2. Contribution/achievement to be recognised:**

*(Please complete the table below to describe what the employee(s) did and what impact this had on the Department/Division and/or wider University.)*

|  |  |
| --- | --- |
| **Summary of contribution/achievement** *Please provide 1 or 2 sentences. This will appear verbatim in the letter of thanks to the individual(s)* |  |
| **Further detail** *Please provide any further detail which will help the Head of Department understand the contribution/achievement.* |  |

Name of manager/supervisor Date ……………….

Position ……………………..........................