

## LIGHTEN UP CUSTOMER SERVICE AWARD NOMINATION FORM

Do you know employees who have provided outstanding customer service to a student(s) or other customer(s)? If so, we want to recognize them! Submit details about their efforts via the form below to nominate them for the Lighten Up Customer Service Award to be announced and presented at the Annual Recognition Awards Presentation during Spring 2009 Convocation.

In describing the rationale for this award nomination, please include how the nominee went the extra mile in providing customer service, positive attitude, consistency, and follow-up in displaying that extra "WOW" factor in getting the job done.

Before submitting your nomination, read the information with the identifiers (such as name, department, etc.) removed to see how well the information will be communicated to the Selection Committee. The Selection Committee will only read the form once all identifiers are removed by Human Resources, The Committee's decision will be based solely on that information. Once you feel certain you have communicated all the criteria with the elimination of the identifiers, proceed by submitting the form. ***All submissions will be kept confidential by HR. No one on the Employee Appreciation Taskforce will see the names of the nominees.***

**Nomination Deadline: October 31, 2008 by 4 p.m.**

### ***Nominator Information***

Name:

Department:

Extension:

E-mail address:

Signature of Nominator:

Date:

### ***Nominee Information***

Name:

Department:

Extension:

E-mail address:

For Office Use Only – Nomination ID #:
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**Please return completed nomination forms to the RCC Human Resources Office by 4 p.m. on Friday, October 31, 2008. Thank you!**

