

# Most Valued Person

*Facilities & Services Employee Recognition Program*



The Most Valued Person (MVP) Award is given to employees that exemplify the Facilities & Services Strategic Values, which are vital to our organization, our university, and our community. Employees with these qualities should be recognized for their efforts!

## ***ELIGIBILITY***

Any Facilities & Services employee in good standing, including supervisors and managers, can be nominated for the MVP Award. Any Facilities & Services employee can nominate another eligible employee for consideration. Self-nominations are not accepted. Nominations from customers of Facilities & Services will be considered.

## ***PROCESS***

To nominate an outstanding employee, complete the form on the reverse side. The Employee Recognition Committee reviews and evaluates all current and pending nominations on a monthly basis to select one MVP per month. The Committee reserves the right to determine whether or not to make an award.

## ***CRITERIA***

The MVP Selection criteria are based on examples of employees exhibiting the Strategic Values. Other considerations include the following.

- Work performance above and beyond what is expected.
- The degree of cost-savings either in dollars, efficiency or time.
- A Good Samaritan or humanitarian act performed at work.
- “Outstanding” performance exceeding expectations of the job generally performed.
  - “They do all their work” or “they are on time for work every day” are not sufficient statements of justification for outstanding performance.

## **S**trategic **V**alues

### **Respect:**

Demonstrating the highest degree of commitment to act with dignity and regard for individual worth.

### **Integrity:**

Exhibiting honesty with others and with oneself and doing what is right at all times in all circumstances.

### **Safety:**

Minimizing risk of injury or loss to employees and the campus community.

### **Trust:**

An intentional choice to believe the best of others.

### **Teamwork:**

Working together to achieve common goals.

## **AWARDS**

Each MVP will receive:

- a \$75.00 check,
- an Employee of the Month certificate,
- a keychain,
- treats for their department, and
- a feature in the monthly *Dispatch* employee newsletter.
- Winners will also be acknowledged at the F&S Annual Awards Banquet and are eligible for the Employee of the Year Award.



# Nomination Form

Date Submitted: \_\_\_\_\_

Do you wish to remain anonymous?  No  Yes

MVP Nominee's Name & Title: \_\_\_\_\_

Your Name & Title: \_\_\_\_\_

The MVP Nominee is your (check one):  Supervisor  Co-Worker  Employee  Other: \_\_\_\_\_

How long have you worked with the nominee? \_\_\_\_\_

**WHY DO YOU BELIEVE THE PERSON YOU ARE NOMINATING SHOULD BE A FACILITIES & SERVICES MVP?**

Please provide examples of the Strategic Values which are applicable to the nominee's performance and how the nominee exemplifies them.

**Identify when the nominee demonstrated...**

- **RESPECT** at work. (Demonstrating the highest degree of commitment to act with dignity and regard for individual worth.)
- **INTEGRITY** at work. (Exhibiting honesty with others and with oneself and doing what is right at all times in all circumstances.)
- **SAFETY** at work. (Minimizing risk of injury of loss to employees and the campus community.)
- **TRUST** at work. (An intentional choice to believe the best of others.)
- **TEAMWORK** at work. (Working together to achieve common goals.)

**Give example(s) indicating how the nominee is respected by his/her coworkers and others.**

**Give example(s) of any positive or negative feedback from customers (UI, non-university, and F&S personnel).**

**Additional comments are welcome and may be attached.**

*Thank you for your nomination!*

Please return completed forms to Linda Wack, PPSB 136.

