

AUXILIARY ENTERPRISES EXCELLENCE AWARD NOMINATION FORM

To nominate someone for the Auxiliary Enterprise Excellence Award, please complete the following form and include any additional support materials. Criteria and examples of excellence must refer to experiences and examples of performance within the past 11 months.

Return the signed nomination form to the Auxiliary Enterprises Office at the UT Recreation Center. A signature and contact information is required on all nomination forms.

The AE Excellence Selection Committee reviews all nominations quarterly. If your nominee is not selected within the current quarter, all nominations will be kept on file for consideration for one year from the date of submission. Any nominee not selected within one year, requires a new and/or updated nomination for consideration.

Previous award winners are not eligible for consideration for two years after receiving an award. Awards are non-transferable and must be redeemed within one year or the award is forfeited.

Please complete the following questionnaire, providing examples of excellence for Sections 1- 4. Each section 1- 4 will receive equal consideration. Supervisor endorsement is required for candidate's final consideration and will be obtained by the committee.

Date submitted: _____

Name of person nominated: _____

Department: _____

Immediate Supervisor _____

*Section 1 - **Caring:*** By our words and actions we illustrate how we care for others, for co-workers, for customers and for UT-Houston. Example of caring might include the employee's dedication to helping someone in need. Above and beyond....

*Section 2 - **Commitment:*** We work together to merit the trust of our colleagues and those we serve. At the end-of-the-day, we smile at diversity. We begin anew with each interaction and embrace challenges.

*Section 3 - **Integrity:*** Earn co-workers' respect; Do the right thing; Employee that answers to self as well as boss.

*Section 4 - **Knowledge:*** Follow-through, instill confidence in co-workers & customers that they know what they are talking about and attempt to stay current and up-to-date in their profession.

Name of person(s) completing form: _____

Signature: _____

Contact Information: _____

Please send this completed form to:

Auxiliary Enterprises
7779 Knight Road
REC 110
Houston, Texas 77054

Attn: Employee Excellence Team

NOMINATION SCHEDULE

The AE Recognition Award will be given to one person per quarter per year. The quarters are as follows:

1st Quarter: May, June and July

2nd Quarter: August, September and October

3rd Quarter: November, December and January

4th Quarter: February, March and April

The nomination forms for each quarter need to be turned in by the 15th of the last month in that quarter (example, July 15th would be the date for the 1st quarter) The committee would then meet sometime in the last two weeks of each quarter to select a winner.

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REC 110
Houston, Texas 77054

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AUXILIARY ENTERPRISES EXCELLENCE AWARD



THE UNIVERSITY *of* TEXAS
HEALTH SCIENCE CENTER AT HOUSTON
AUXILIARY ENTERPRISES

WHAT MAKES AUXILIARY ENTERPRISES SO SUCCESSFUL?

Our EMPLOYEES are the main ingredient for the success of UTHSC-H Auxiliary Enterprises. Through their deep commitment in providing quality customer service in support of the mission and vision of the university, they personify qualities that define excellence.

Outstanding employees have demonstrated **caring** by their words and actions; **commitment** by working together to merit the trust of their colleagues and those they serve; **integrity** by doing the right thing; and thru their **knowledge** that instills confidence in co-workers and customers. There are many other characteristics that identify excellent employees, but above all, they display these qualities on a consistent basis. **You can always count on these employees no matter what.**

In order to be eligible for the “Excellence Award,” an employee must be:

- Selected on a quarterly basis from a committee of fellow Auxiliary Enterprises employees.
- Employed full time (100%) for one year or part time (50% or more) for at least two years.
- Nominated by fellow employees and/or customers.

To nominate someone, simply complete this form stating why your candidate is deserving of this award. Completed nomination forms are to be returned to Auxiliary Enterprises, 7779 Knight Road, Houston, TX 77054.

Excellence Award honorees will receive:

- Departmental Pizza Party
- Gift Card
- 3-Month membership to UT Recreation Center
- A Day Off with Pay
- A Professional Development Day
- Recognition pin
- Photograph on the AE “Wall of Fame” and web site
- Recognition at an annual employee appreciation event

The nomination form can be found on our web site at www.ae.uth.tmc.edu and copies are available at each Auxiliary Enterprises department. If you have any questions about the “Excellence Award” program, please call 713-500-8400.

EMPLOYEES

CARING

COMMITMENT

INTEGRITY

KNOWLEDGE

VISION:

To be the model Auxiliary Enterprises within American higher education universities.

MISSION:

To be the number one resource of choice for all our customers in support of our university’s mission.