

SPOTLIGHT AWARD NOMINATION FORM

The UA Spotlight Award has been developed to recognize individuals or teams who perform a singular accomplishment above and beyond the norm. Thank you for taking the time to help us identify those individuals and teams who serve the University of Alaska and their community through good works, safety, efficiency, waste reduction, energy conservation, pollution prevention, air quality improvement, community involvement and achievements that help the University system to meet strategic goals and help shape Alaska's future.

Nominator:

Phone:

Nominated Employee or team:

Name(s):

Department(s):

Location(s):

Employee's / Team's job class:

Nomination Description

Please provide the following information so that a non-technical person can understand.

Category of Nomination:

Service

Performance

Professional Development

Description of Accomplishment:

Explain how this distinctive accomplishment benefits UA and/or the community/environment

Identify estimated cost savings, productivity gains, waste reduction, pollution prevention, air quality improvement, and energy savings (if appropriate).

Concurrences (signatures below indicate agreement with nomination)

Supervisor Name:

Signature:

Date:

Area VP Name:

Signature:

Date:

HR Office:

Date received:

Received by:

Action taken:

HR Signature:

Forwarded to President?

YES

NO

Date:

President's decision:

YES

NO

Date: