WEBER STATE UNIVERSITY

Team
Nomination Form

Administrative Services
Division Outstanding Team Performance Award

Date:

Person making recommendation (name):	Department and position:
Name of Team Being Nominated:	List of individual employees serving on team:
Name of Person Who Chartered Team: *Please attach a copy of the charter.*	

Please state what, in your opinion, this team has done that should be recognized for outstanding performance and achievement. See the back of this form for criteria. Include a thorough description of each individual's contribution. _Failure to state each person's contribution will invalidate the nomination._ Additional sheets may be used if necessary. Teams may only receive the Outstanding Team Performance Award once every two years.

'' I agree with the above statement.

_____
Signature (person making recommendation)

_____
Signature (department director/manager)

Nomination Forms will be annually reviewed and awardees selected by the Rewards and Recognition Committee. Nominations are due April 30th.

When complete, send this form to the hr@weber.edu or Tricia Aragon, M/C 1016.

What Makes an Outstanding Team?

•Impact/results on participants
•Cooperation with on-campus departments
•Cooperation with off-campus agencies and organizations
•Overall quality of the project(s)

Nominations May Include Answers to the Following Questions:

•Who were the members of the team and what were their individual contributions?
•What were the major accomplishments of the team? How was it accomplished?
•Was the team responsible for a one-time project?
•Did the team develop new or improved standards and procedures?
•Was exemplary service provided to on-campus clients?
•Was exemplary service provided to off-campus clients?
•How did the team's actions benefit the university?
•Was service improved?
•Was the project completed on time or ahead of schedule?
•Did the team save the university money?
•Was an error rate reduced?
•Was time between initiation and completion of a task reduced (cycle count)?
•Did the results of the team bring significant recognition to WSU?
•Were innovative contributions made to WSU?

What Qualifies as a Charter for Team?

Team Charters should answer the following questions:
- Who are the members of the team?
- Who is the leader of the team?
- Who is a mentor for the team?
- Who is the facilitator for the team?
- What is the mission statement (or expected outcome) of the team?
- Why is the effort important?
- What is the reporting responsibility?
- What are the resources?
- What is the time table?
- What are the meeting guidelines?

Additional information on chartering can be found at
http://departments.weber.edu/qsupport&training/Quality/charter.htm