



2024 Employee Housing Awards Nomination Form

A reflection of 2023 service!

Your Name (Nominator):	
Individual or Team (Nominees):	
Nominee Department/Unit:	
Nominee Position / Title:	

The Housing Individual or team named above has exhibited outstanding service with University Housing throughout 2023 and is being nominated to receive a Housing Employee Award in recognition of excellent work performance. This individual staff member or team has:

- ✓ **Consistently accepted responsibility and has exceeded expectations**
- ✓ **Earned the esteem of peers, supervisors, and customers**
- ✓ **Demonstrated the ability to overcome obstacles**
- ✓ **Committed to improvement and success**

Eligibility: Project, Full-time and Part-time Housing staff with 3+ months of service, be in "good standing", not an individual award recipient from the past year. Human Resources will confirm eligibility.

Housing awards will be awarded to individuals or teams that exemplify the Housing core values. You DO NOT need to choose the core value you are nominating them for.

The Housing Employee Awards Committee consists of Housing Engagement and Recognition Team (HEaRT) members and last year's award recipients. If an individual serving on the Housing Employee Awards Committee is nominated, they will be ineligible from serving on the committee. Representation from all departments is encouraged. If needed, a request for additional representation will be sent to the director of that department.

Timeline:

- December: Notice of nominations opening
- January 31, 2024: Nomination submissions deadline
- February: Eligibility verification by HR
- February: Nominee supervisor adds additional context (optional)
- March: Committee review and selection
- April: Awards prepared
- May 17, 2024: Award Ceremony at Annual Housing Breakfast



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****START NOMINATION HERE****

Nominations require completion of a personal impact statement and two examples of the nominee(s) exemplifying Housing's core values. Space provided below.

The Housing core value definitions and examples of them in action are attached for reference.

Nominated by (Signature):

Personal Impact Statement

REQUIRED: Tell us how this individual or team has directly impacted you or your department.



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REQUIRED: Provide at least 2 examples that occurred within the last 12 months, supporting how this individual or team exemplifies the core values of UW Housing.

Submit nomination forms to the drop box outside the cashier's office in the lobby of Slichter Hall (lower level), inter office mail to the Housing cashier's office or email them to akramper@wisc.edu by January 31st.

****END NOMINATION HERE****



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FOR HUMAN RESOURCES USE ONLY:

Date of Hire: _____ Employed 3+ months: YES/NO Good Standing: YES/NO Eligible: YES / NO

Nominee Supervisor/Assigned Supervisor: _____

Signature (HR Representative) _____ Date of Verification _____

NOMINEE SUPERVISOR: Provide any additional supporting information about the individual or team that you feel is important for committee members to know.

Signature (Nominee Supervisor) _____ Date _____



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Additional space if needed for handwritten forms.



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Division of University Housing Core Values

CARE

Care is the foundation of how we approach our work and how we treat others, including residents, guests, fellow employees and campus partners.

CREATIVITY

Creativity is encouraged across the Division so that we may engage and build upon the shared knowledge we have.

EXCELLENCE

Excellence is our goal. We strive to leave the place better than we found it. The quality of our work matters.

INTEGRITY

Integrity is essential in building and maintaining the kind of relationships and services we envision. Integrity is apparent by our words and actions.

OPTIMISM

Optimism grounds our intentions and thinking to create an environment that focuses on opportunities and positive outcomes.

RESPECT

Respect for the dignity and diversity of people and ideas drives us to be inclusive in our thinking, our relationships, and our actions.

STEWARDSHIP

Stewardship is demonstrated through our commitment to care for the human, financial and natural resources entrusted to us by our residents.

Administrative Staff

April 9, 2013



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CORE VALUES in action!

Stewardship | Respect | Integrity | Optimism

- Manages employee performance throughout the year and provides frequent feedback.
- Empowers others to make decisions and suggest changes.
- Addresses conflict and brings to a constructive conclusion.
- Leads in a way that promotes a positive work environment.

Integrity | Care | Stewardship | Creativity

- Makes good decisions that are consistent with the mission of the university, division, and work unit.
- Uses resources appropriately (other staff, central campus, etc.)
- Helpful to others in solving problems and achieving common goals.
- Develops skills to do job well.

Optimism | Stewardship | Creativity | Excellence

- Demonstrates receptiveness to new ideas and approaches.
- Is flexible in methods of work completion.
- Shows a willingness to try new methods; takes advantage of learning opportunities.
- Offers constructive solutions for making effective changes.

Creativity | Excellence | Care | Stewardship

- Grasps the job to be done.
- Meets schedules and deadlines.
- Shows initiative, anticipates needs, and takes appropriate action to make things better.
- Is accurate and avoids careless mistakes.
- Shows an appropriate sense of urgency in completing work and addressing the needs of others.
- Is dependable and reliable.

Respect | Integrity | Excellence | Optimism

- Is tactful, honest, and respectful in communications.
- Shows respect for individual differences (lifestyle, behavior, abilities, attitudes, values, and views).
- Provides and accepts guidance and coaching.
- Is approachable and accessible; maintains cooperative work relationships.
- Deals constructively, discreetly, and directly with conflict.
- Supports a positive work environment.

Care | Creativity | Excellence | Respect

- Provides high quality service for internal and external customers.
- Demonstrates customer focus by seeking out, understanding, and responding to the needs of customers.
- Responds to needs, questions, and concerns of customers in an accurate, effective, and timely manner.
- Develops effective partnerships with customers.
- Effectively and professionally works with customers, solving their problems.
- Continually seeks efficient ways of providing services by minimizing procedural requirements.