

Nomination for Improving Our Workplace Award (IOWA)

Please complete the nomination form below. Print, obtain the supervisor or team sponsor's signature, and email or send in campus mail to: Nancy Noyer, UI Organizational Effectiveness, 121-51 USB. If sending electronically, please email to: nancy-noyer@uiowa.edu. For instructions and examples on completing the nomination form, visit: http://www.uiowa.edu/hr/iowa/writing_nomination.html

Nominee Name or Team Name: _____

(IF THIS IS A TEAM NOMINATION, PLEASE ATTACH A LIST WITH EACH TEAM MEMBER'S NAME, DEPARTMENT, CAMPUS ADDRESS, ORG NUMBER, AND SUPERVISOR'S NAME, DEPARTMENT, CAMPUS ADDRESS. PLEASE MAKE SURE ALL MEMBERS ARE INCLUDED)

Department: _____ Campus Address: _____ Org #: _____

Departmental function or role: _____

Supervisor of Nominee or Team Sponsor (name): _____

Supervisor or Team Sponsor Signature (**mandatory**): _____

Department: _____ Campus Address: _____ Org #: _____

Phone: _____ E-Mail: _____

Nominator (name of person completing this form): _____ Date: _____

Department: _____ Campus Address: _____ Org #: _____

Phone: _____ E-Mail: _____

Please check **all** appropriate boxes for this nomination:

Level of impact of nomination - Effort resulted in enduring changes at this level:

<input type="checkbox"/> unit	<input type="checkbox"/> department	<input type="checkbox"/> interdepartmental
<input type="checkbox"/> campus-wide	<input type="checkbox"/> external to the campus	

Area of Change - Nominated effort contributed to positive, long-lasting results in:

Community building and collaboration

Cost-saving

Customer satisfaction (students, clients, patients, employees, taxpayers, and parents)

Development, preservation, or disseminations of knowledge

Enhancing the student or patient experience

Healthy working relationships and a supportive environment

Outreach to community and state

Process improvement

Project development (results not presently known)

Safety

Staff development through mentoring

Stewardship of University resources

Other _____

Please complete each of the following segments: *Initiative, Innovation, Measurable Results* and *Sustaining Impact* to be considered for the *IOWA*.

Section I: Initiative

Please describe the challenge in the workplace improved by the efforts of nominated staff. Include who recognized the need for change and who initiated the efforts to improve the workplace. How did the nominee(s) show initiative with this project? (If more space is needed, please attach an additional word document.)

Section II: Innovation

Illustrate the innovative efforts (ex., novel, creative, ingenious) of the individual or team in improving the workplace. (If more space is needed, please attach an additional word document.)

Section III: Measurable Results

Confirm the impact made in the workplace by the nominated staff member(s), using data when possible. How is the impact of the improvement measureable? (If more space is needed, please attach an additional word document.)

Section IV: Sustaining Impact

Explain how the change is sustaining and embedded in the workplace, using data when possible. (If more space is needed, please attach an additional word document.)

***Awards will be sent to the supervisor of the awardee within 6 weeks of the nomination deadline.
We encourage supervisors to present the award locally.***

Questions? Call 335-0560 or email nancy-noyer@uiowa.edu - Members of the Review Committee are also available to assist you by reviewing and giving feedback as you write your nomination.

Nomination deadlines are March 15 and November 1