Nomination Period Now Open for the Facilities Services Keystone Award, Cornerstone Awards, and Steve Wright Bridge Award

Nominations for the Facilities Services Keystone Award, Cornerstone Awards, and Steve Wright Bridge Award are being accepted now through April 30, 2012.

Criteria:
All nominees must consistently demonstrate the Cornell University “Skills for Success”, consistently demonstrate Facilities Services values (Truth, Respect, Excellence, Teamwork and Integrity), and have documented examples of accomplishments that align within one or more of the following five criteria:

- **Keystone Award**
  Excellence in service to the organization and consistently provides quality output in work activities. This award is the highest honor and can be awarded to an individual or team that exemplifies excellence along with many of the qualities listed below:

  - **Cornerstone Award - Effectiveness Improvement**
    Implemented an innovative process improvement that had a significant cost and/or time savings for the organization

  - **Cornerstone Award - Distinction in Teamwork**
    Positive impact of a team by providing distinguished service, making a difference, or implementing a quality of work/life improvement

  - **Cornerstone Award - Dedication to Developing Others**
    Commitment to mentoring others and contributing towards the goal of succession planning

  - **Cornerstone Award - Campus or Community Service**
    Volunteerism efforts either external or internal to Cornell University

  - **Steve Wright Bridge Award – Diversity and Inclusion**
    Demonstration of significant, ongoing commitment to fostering diversity within Facilities Services

A nomination form is attached, as well as available on the Facilities Services website, at: [http://www.fs.cornell.edu/fshr/recognition.cfm](http://www.fs.cornell.edu/fshr/recognition.cfm) along with further details on the nomination process.

Submitted nominations will be reviewed from May 1 – May 31, 2012 by the FS Rewards & Recognition Committee.
FACILITIES SERVICES KEYSTONE AWARD, CORNERSTONE AWARDS, AND STEVE WRIGHT BRIDGE AWARD
NOMINATION FORM

Nominee Information

Individual/Team Member Name(s):
Department:
Title(s):
Contact (Phone, Email):

Nomination Information

Submit a written letter explaining your nomination. Be sure to include specific examples relevant to the required criteria and one or more of the five criteria listed below. Questions are listed below to help you write your nomination. You may also submit letters of recommendation from other people who thoroughly knows the individual or team’s work.

All nominees must consistently demonstrate the Cornell University “Skills for Success”, consistently demonstrate Facilities Services values (Truth, Respect, Excellence, Teamwork and Integrity), and have documented examples of accomplishments that align within one or more of the following five categories.

- **Keystone Award** - Excellence in service to the organization and consistently provides quality output in work activities.
  - What makes this person/team excellent in their work responsibilities? How do they consistently provide quality and timely work outputs?

- **Cornerstone Award - Effectiveness Improvement** - Implemented an innovative process improvement that had a significant cost and/or time savings for the organization.
  - What was the process improvement that the person/team implemented? What was the cost/time savings that resulted from the process improvement?

- **Cornerstone Award - Distinction in Teamwork** - Positive impact of a team by providing distinguished service, making a difference, or implementing a quality of work/life improvement.
  - What made the team effective in their mission? What was the difference that the team made?

- **Cornerstone Award - Dedication to Developing Others** - Commitment to mentoring others and contributing towards the goal of succession planning.
  - How has this person/team showed their commitment to mentoring others? How is this person/team effective in their work developing others?

- **Cornerstone Award - Campus or Community Service** - Volunteerism efforts either external or internal to Cornell University.
  - What volunteer activities does this person/team participate in? What positive effect has their contributions made?

- **Steve Wright Bridge Award – Diversity and Inclusion** – Demonstration of significant, ongoing commitment to fostering diversity within Facilities Services
  - How does this person/team contribute to diversity and inclusion initiatives in FS? How has this person/team demonstrated commitment to diversity and inclusion?

Nominator Information

A member of the reward review committee will contact you to discuss this nomination.

Name:
Department:
Title:
Contact (Phone, Email):

Please submit the completed nomination form along with letters of recommendation (if applicable) to Jessica Lang at jek21@cornell.edu or 122 Humphreys Service Building.

THANK YOU FOR YOUR PARTICIPATION!