

FAST MVP - Annual Nomination Guidelines

All Facilities and Safety all non-probationary employees in good standing are eligible to receive one annual recognition award once per year (12 months). All awards will be selected by a committee representing all levels and functional areas within Facilities and Safety.

All Facilities and Safety employees are eligible to make nominations and receive awards. Employees **may not** nominate themselves for any awards.

A nomination will be made by completing a nomination form, folding, sealing and mailing it to Jejuana Brown PS 232. Web form available at csuohio.edu/fast/fast-mvp

The fields that are required to be completed are the name of the nominee, job title, department, date, category for recognition and written recommendation. The nominator has the option to provide supporting documentation to assist in the evaluation. Please include your name as the nominator to make it easier to follow up for any questions or further information that is required.

Each nomination will be given the same consideration regardless of the number of nominator's signatures or supporting signatures.

Nomination forms will be sent interoffice to each FAST Team member and are available at The FAST Coordination Center.

FAST MVP Award

Categories:

◇ **OUTSTANDING JOB PERFORMANCE**

Contributes by proactively working beyond the boundaries of the scope of their everyday positions. Demonstrates commitment to the achievement of departmental and University goals through depend- ability, accountability, and dedication to continuous improvement, and exhibits a desire to be helpful and courteous towards others.

◇ **CUSTOMER SERVICE**

Provides positive and professional interaction with the University community as well as fellow employees. Demonstrates exceptional customer service, through an on-going commitment to customers, innovation or creativity in customer service, and continuous improvement in customer relations.

◇ **EXCELS IN TEAMWORK**

Works effectively to create a team environment that promotes communication, trust, cooperation and a respect for differences in working toward building collaborative relationships across different workgroups and departments. Places team goals above personal goals while working toward the achievement of departmental and University initiatives.

◇ **PROFESSIONALISM**

Demonstrates high morale, enthusiasm, congeniality and supportive attitude in contributing toward the accomplishment of stated initiatives and enhancing the image of Facilities & Safety and the University overall. Employees in this category respond creatively to challenges, maintain the highest standards in their work, establish productive working relationships, and promote a respectful and supportive workplace.

◇ **INNOVATIVE THINKING& CREATIVITY**

This individual enhances operational efficiencies through creativity and innovation. Brings new ideas and experiences to address routine and emergency challenges.

FAST MVP Award Winners Will Receive...

A polo shirt with their name embroidered on shirt. A framed certificate of recognition. Recognition on the honor wall in Plant Services: Green Wall 2nd Floor.