

**Estates Operations’ Employee Recognition Scheme Nomination Form**

Thank you for considering your colleagues’ contribution to the work of Estates Operations and wishing to nominate them for recognition through the Employee of the Quarter scheme.

We have made this form simple to complete, although we do ask that you give as much detail as you possibly can to support your nomination.

Please look at and refer to the [Values and Behaviours](https://www.imperial.ac.uk/about/values/) which sit at the heart of everything that we do and guide our behaviour as a community across all levels of the College when making your nomination. Fully meeting or exceeding these can be considered as rewardable behaviour. The more detailed your reasons and explanation to the panel, the more successful you are likely to be with your nomination.

**Respect.** *We treat each other fairly and appropriately, with kindness and respect, valuing each person’s individual experience, perspectives and contribution.* Key words: Diversity, Empathy, Understanding, Balance.

**Collaboration.** *We work together, cultivating an inclusive and impactful College community.* Key words: Communication, Teamwork, Community, Supportive, Inclusive.

**Excellence.** *We aim for quality in everything we do, taking pride in our work, delivering impact (making a positive difference) through our passion and commitment.* Key words: Impact, Accountability, Effectiveness, Dedication.

**Integrity.** *We act in a principled way, being honest and open, checking, challenging and changing our practices and behaviours.* Key words: Transparency, Ethics, Trust, Authenticity.

**Innovation.** *We become inspired by possibilities, venturing into the unknown with open minds and having the courage to embrace change.* Key words: Creativity, Visionary, Courage, Discovery.

Please send this completed form to Anne-Marie Clarke, Personal Assistant to the Director of Estates Operations, Level 5, Sherfield building, South Kensington Campus, London SW7 2AZ or you can email it to her: a.m.clarke@imperial.ac.uk. Thank you. You will receive an acknowledgement of your nomination and will also be advised if your nomination has been successful.

**Name of employee being nominated:­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Workplace of employee being nominated:­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nominated by (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Reasons for your nomination: