About the Document

name	**EE-ALL-3900-M. Recognition Award Nomination Form**
owner	HR
access & use	All Staff
what it is	Form used to nominate colleagues for annual recognition awards within various recognition categories.
who uses it	All employees

Why This Process is Important

Our **Employee Recognition Program** provides opportunities for all employees to be recognized for their outstanding service to the Company.

Being recognized and recognizing others helps build a supportive and positive workplace.

- All employees are eligible for nomination.
- An employee may be nominated for more than 1 award, but each nomination must be submitted on a separate nomination form.
- A nominator may nominate more than 1 colleague.
- The Nomination Team is comprised of 3-5 employees, randomly selected each year from different departments.
- The Nomination Team determines the annual recognition award winners.
- The CEO presents the awards at the annual Company holiday party.

Working with the Document

- Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.

This template is included in the ConnectsUs HR™ Toolkits.

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