

**School of Environment, Education and Development**

**PSS AWARDS 2016**

**NOMINATION FORM**

*Before completing this form, you should make sure you have read and understood the accompanying guidance notes.*

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| **Nominator(s)**  1 | **Name** |  |
| **Team** |  |
| **Job Title** |  |

|  |  |  |
| --- | --- | --- |
| **Nominee**  2 | **Name** |  |
| **Team** |  |
| **Job Title** |  |
| **Line Manager** |  |

3

**Which criteria have been met (tick all those that apply)?**

*SEED PSS Award winners will meet one or more of the following criteria. The number of criteria is* ***not*** *itself a factor in the judging so it’s better to submit one or two well-evidenced criteria than several less well-evidenced:*

they always deliver an exceptional ‘first mile’ (i.e. it’s not just about ‘going the extra mile’ but putting in a consistently excellent core performance).

they are a great team player, actively supporting colleagues and helping the team to bond.

they have shown initiative and commitment in pursuit of an excellent student or staff experience.

they foster collaboration and partnership working across the School, with colleagues in other areas of the University or with external contacts.

they have delivered an outstanding piece of work that has made a recognisable contribution to their team’s or the School’s strategy and priorities.

they are always willing to help and support others.

4

**Complete your supporting statement and summary of contribution overleaf**

5

**Append up to 3 additional pieces of evidence that support the criteria selected**

Nominator Signature(s)

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|  |

**Supporting statement - explain in no more than 400 words how your nominee has met the criteria you have selected**.

6

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| *Continue on a separate sheet if you run out of space* |

**Please note that all nominees will be informed that they have been nominated as part of the process.**

**Submit your nomination to** [**SEEDHoSA@manchester.ac.uk**](mailto:SEEDHoSA@manchester.ac.uk) **by 5pm Wednesday 21 December.**