

# HR Facilitator of the Year Nomination Form

Human Resources Facilitators are employees in University departments who process permanent, temporary and student employee personnel actions; handle leave, benefits or payroll matters for their department; serve as the primary liaison between the Office of Human Resources and employees; and/or supervise a work group that performs these functions. They are integral in ensuring that HR policies and procedures are followed in departments and that HR services are known and available to department employees.

The Office of Human Resources gratefully relies upon these individuals and has established this award program to recognize their service. Please complete the following nomination form and let us know how your HR Facilitator helps you and/or your department. ***The more specific the information you share, the better we can assess each nominee's contribution.*** Multiple or group nominations for a Facilitator are welcome. Nominees and the award recipient will be honored at a reception in June.

### Some criteria to consider:

*Ambassadorship:* diplomatic; positive attitude; excellent communication skills

*Customer Service:* available; flexible; helpful; responsive to needs

*Knowledge:* accurate, dependable responses; resourceful

*Teamwork:* support within the department; dependable; honest; trustworthy

NOMINEE'S NAME: \_\_\_\_\_

NOMINEE'S DEPARTMENT: \_\_\_\_\_

NOMINEE'S SUPERVISOR: \_\_\_\_\_

### REASONS FOR NOMINATION

(you may use additional pages, as necessary; please provide specific examples of exceptional work):

NOMINATED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

May we share your name with the HR Facilitator whom you nominated?  YES  NO

Return to: Kathy Bryant, CB# 1045, fax (962-8677) or email (kathy\_bryant@unc.edu)

**NOMINATION DEADLINE: FRIDAY, APRIL 20, 2007**