

SAS Staff Recognition Award Nomination (Individual)

Nomination Submitted By:

Name of Nominee:

Other Supporters of Nomination:

Please use the following questions as a guide, answering the relevant questions, when writing your nomination. Please try to limit your nomination to two pages or less. (When you save the form, please include the name of the nominee in the file name.)

1. Please describe the staff member's activities or accomplishments that merit your nomination. Please include specific examples addressing some or all of the following five criteria:
 - Outstanding customer service
 - Initiative and innovation in solving problems or improving service
 - Actions which result in measurable and significant cost savings
 - Successful completion of special projects
 - Other accomplishments that have a particularly positive impact on the department, or the school or the university
2. Please describe how the staff member's contributions are above and beyond the scope and responsibility of the nominee's job description and regular expectations.
3. Please describe how the staff member's actions or achievements contribute to the mission of the department, school or university, or Penn Arts and Sciences' objectives for excellent performance: adding value, finding solutions to operational challenges, and preparing the school for tomorrow.
4. Please describe how the actions of the staff member demonstrate results which speak to staff core qualities at the school. These include collaboration, versatility, excellence, purpose-driven activities towards the larger vision of enhanced success of SAS, and activities which show a passion for personal and professional growth.

Please begin nomination on 2nd page

Sample Team Nomination

Kira Sanbonmatsu



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Table of Contents Sample Team Nomination

1. Understanding the eBook Sample Team Nomination
 - The Rise of Digital Reading Sample Team Nomination
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Team Nomination
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Team Nomination
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Team Nomination
 - Personalized Recommendations
 - Sample Team Nomination User Reviews and Ratings
 - Sample Team Nomination and Bestseller Lists
5. Accessing Sample Team Nomination Free and Paid eBooks

- Sample Team Nomination Public Domain eBooks
- Sample Team Nomination eBook Subscription Services
- Sample Team Nomination Budget-Friendly Options
- 6. Navigating Sample Team Nomination eBook Formats
 - ePub, PDF, MOBI, and More
 - Sample Team Nomination Compatibility with Devices
 - Sample Team Nomination Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Team Nomination
 - Highlighting and Note-Taking Sample Team Nomination
 - Interactive Elements Sample Team Nomination
- 8. Staying Engaged with Sample Team Nomination
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Team Nomination
- 9. Balancing eBooks and Physical Books Sample Team Nomination
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Team Nomination
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Team Nomination
 - Setting Reading Goals Sample Team Nomination
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Team Nomination
 - Fact-Checking eBook Content of Sample Team Nomination
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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