Customer Service Award Nomination Form

Overview:

The UNT Staff Customer Service Award acknowledges staff members who establish and maintain positive and effective working relationships with fellow staff, faculty, students, and internal/external customers; who are dedicated to continuously improving customer satisfaction and exceeding expectations and reacting appropriately to ensure customer satisfaction and; who demonstrate excellence in resolving conflicts and/or facing challenges. Up to three recipients may receive an engraved and monetary award which is presented during the Staff Appreciation Luncheon during Staff Appreciation Month.

Eligibility for Nominees:

- The staff member must be in a UNT retirement-eligible staff position for at least six consecutive months.
- The staff member must hold a position lower than the level of Executive.
- The staff member may not have received any formal disciplinary action within twelve months prior to the nomination date.
- The staff member must have a current performance evaluation on file, with a rating of at least "Good", and no less than a 2.5 numerical score.
- The staff member may not have received the award within the previous three years.

Process for Nomination and Selection:

- Nomination may be made by any UNT employee or student, or external customer.
- Complete the fillable form, giving specific examples of how the staff member has met or exceeded the
 criteria, and keeping within the allotted word allowance. Additional attachments will not be accepted
 and may result in the nomination being denied.
- Submit the completed document electronically or print and deliver to Human Resources, Sycamore Hall, Suite 119.
- Human Resources will verify eligibility and forward the nomination to the appropriate supervisor, department head/Dean, Vice President or President, where applicable.
- Once the required approvals are obtained, the nomination will be reviewed by the Staff Awards and Recognition Committee and the top 5 recommendations will be submitted to the President.
- · The final recipient(s) will be selected by the President.

If you have questions regarding the nomination process, please contact Human Resources at HRAdministration@unt.edu or (940) 565-2281.

STEP ONE: Nominee and Nominator Information - Please provide the following information for both the nominator and employee being nominated for the reward.

	Name	Employee ID (if known)	Department	Job Title	Affiliation to Nominee
Nominator:					
Nominee:					

Sample Nominations For Customer Service

G Thomas

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Sample Nominations For Customer Service Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the ability of words has are more evident than ever. They have the capability to inspire, provoke, and ignite change. Such is the essence of the book **Sample Nominations For Customer Service**, a literary masterpiece that delves deep in to the significance of words and their effect on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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Table of Contents Sample Nominations For Customer Service

- 1. Understanding the eBook Sample Nominations For Customer Service
 - The Rise of Digital Reading Sample Nominations For Customer Service
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Sample Nominations For Customer Service
 - 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 Nominations For Customer Service
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Sample Nominations For Customer Service
 - Personalized Recommendations
 - Sample Nominations For Customer Service User Reviews and Ratings
 - Sample Nominations For Customer Service and Bestseller Lists

- 5. Accessing Sample Nominations For Customer Service Free and Paid eBooks
 - Sample Nominations For Customer Service Public Domain eBooks
 - Sample Nominations For Customer Service eBook Subscription Services
 - Sample Nominations For Customer Service Budget-Friendly Options
- 6. Navigating Sample Nominations For Customer Service eBook Formats
 - o ePub, PDF, MOBI, and More
 - Sample Nominations For Customer Service Compatibility with Devices
 - Sample Nominations For Customer Service Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Nominations For Customer Service
 - Highlighting and Note-Taking Sample Nominations For Customer Service
 - Interactive Elements Sample Nominations For Customer Service
- 8. Staying Engaged with Sample Nominations For Customer Service
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Nominations For Customer Service
- 9. Balancing eBooks and Physical Books Sample Nominations For Customer Service
 - \circ Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Nominations For Customer Service
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Nominations For Customer Service
 - Setting Reading Goals Sample Nominations For Customer Service
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Nominations For Customer Service
 - Fact-Checking eBook Content of Sample Nominations For Customer Service
 - 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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