

Spot Award Nomination Form

Use this form to nominate an individual for a Spot Award. The nominator fills out Sections A, B, C, D and E. Once those sections are complete, the nominator should email the form to vpawar@princeton.edu in the Office of Human Resources.

Section A. Nominee Information

<i>Employee Name:</i>	<i>Employee ID:</i>	<i>Date:</i>
<i>Monthly Paid</i> <input type="checkbox"/> <i>Biweekly Paid</i> <input type="checkbox"/> <i>Union</i> <input type="checkbox"/>		

Section B. Nominator Information

<i>Name:</i>	<i>Position Title:</i>
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Section C. Award Information (this section can only be completed by the cabinet officer and their designees)

Spot Awards allow peer-to-peer recognition and provide a mechanism for managers to deliver immediate and positive feedback.

<i>Award Amount: \$50 - \$1,000</i>		
<i>Chart String:</i>	<i>Fund: A0006</i>	<i>Program: AM305</i>

Section D: Reason for Spot Award

Section E: Signature (form must be signed)

<i>Print Name and Sign</i>	<i>Date</i>
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