**Awards for Excellence Application** *(Manager Nomination)*

Name of employee

Job title of employee

Grade (and salary point, if known)

**Recommendation** (\*Please delete where not applicable)

\* Lump sum to the value of one increment (non-pensionable) **or**

\* Lump sum to the value of two increments (non-pensionable) **or**

\* Recurrent increment (i.e. pensionable advancement to the next point on the incremental scale)

NB *It is expected that in the majority of cases non-recurrent awards will be made. Recurrent awards are more likely to be awarded to staff at or above the scale bar for their grade and whose exceptional performance is expected to continue. Those at the top of the discretionary scale will only ever receive a lump sum to the value of one or two increments.*

**Summary of main duties from job description** (this section is intended to assist the panel in understanding the individual’s role and contribution to departmental objectives. Please provide 5/6 bullet points or a short paragraph.)

**Criteria**

For an individual to be considered for an award, he/she must have **performed well in all the key areas of their job**.If this is the case, please complete the section below.

The employee must also **have consistently demonstrated exceptional performance**, significantly above that which might reasonably have been expected for their grade, [ or have **demonstrated an exceptional commitment to a value or behaviour framework**, through examples provided against the expected behaviours.][[1]](#footnote-1)

For information on the criteria related to one or two increment lump sum payments please refer to the AfE Lump Sum Payments Guide available in the ‘downloads’ menu available [here](https://hr.admin.ox.ac.uk/reward-and-recognition-scheme#tab-1724986).

Please outline here how the employee has done so where relevant, link this to team and departmental objectives [OR the values framework][[2]](#footnote-2).

Please provide c. 300-500 words of text and avoid using attachments if possible. This is to ensure that all nominees are assessed on the basis of comparable evidence.

Examples of exceptional performance can be found on the Reward and Recognition scheme guidance on the Personnel Services website; these examples are not exhaustive.

Name of line manager Date ……………….

Position ……………………

Signature ………………

Attachments: if any, please indicate:

1. Delete if the department is not using a behavioural framework [↑](#footnote-ref-1)
2. As above [↑](#footnote-ref-2)