

## **MOMENT OF MAGIC AWARD**

A **Moment of Magic** is an interaction that exceeds the expectations of the customer and leaves him/he with an extremely positive impression. Awards are presented once a year. To qualify for the **Moment of Magic Award** the achievement/performance being recognized, must demonstrate that the employee or team went **above and beyond** what is expected to what is possible. Employees are nominated for the award by co-workers, supervisors, manager or customers. Awards are presented to employees who demonstrate the **University's Shared values** in an exemplary manner.

### **Nomination Type**

☐ Individual Nomination

☐ Team Nomination

**List all Team Members**

### **Required Information**

Provide information on specific action(s) or event(s) that support the nomination and recognition of this particular individual. Additional information can be included as a separate attachment, if necessary.

**Check which of the following shared values were demonstrated:**

- ☐ **Learning:** Valuing education and promoting life-long learning.
- ☐ **Student Success:** Placing our highest priority on academic success and personal growth.
- ☐ **Excellence:** Setting the highest standards and supporting continual improvement and innovation.
- ☐ **Integrity:** Being honest, fair and accountable for our actions.
- ☐ **Diversity:** Respecting diversity and valuing the strength it brings to our community.
- ☐ **Community:** Valuing collaborative relationships.

**Nomination Form Completed By**

<b>Name</b> _____
<b>Phone Number</b> _____ <b>Email Address</b> _____

Nomination forms will be accepted on an ongoing basis. To qualify for a Fall or Spring ***Moment of Magic Award***, nomination forms need to be submitted no later than:

**Spring 2013: March 15th**

**Please send completed nomination forms:**

- Send via campus mail to ***A & F Division Recognition Committee, 0006***

***Administration & Finance Division***

FD&O  
Finance  
Human Resources  
Information Technology Services  
Spartan Shops  
UPD  
VP Office - Chair

***Recognition Committee***

Jared Isaacson  
Shauna Rios  
Julie Inouye Wong  
Jerry Crawford  
Lisa Thomas  
John Laws  
Astrid David

***Leadership Team***

Chris Brown  
Josee Larochelle  
Jim Cimino  
Terry Vahey  
Beth Pugliese  
Peter Decena  
Shawn Bibb

View past recipients of ***Moment of Magic Award*** -  
<http://www.sjsu.edu/adminfinance/recognition/magic/>

**Together . . . Reaching for Excellence . . . Everyday!**