



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

Name _____
Phone Number _____ Email Address _____

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 2012: 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

Recognition Committee

Jared Isaacson
Shauna Rios
Joan Torne
Jerry Crawford
Lisa Thomas
John Laws
Barbara Black

Leadership Team

Anton Kashiri
Josee Larochelle
Maria De Guevara
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!