MOMENT OF MAGIC AWARD

A Moment of Magic is an interaction that exceeds the expectations of the customer and leaves him/her 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:

- 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Email Address</th>
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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/](http://www.sjsu.edu/adminfinance/recognition/magic/)

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