

Employee Award Nomination Form Template

All questions are optional. Follow each question's directions.

Write your answers to the open questions in the space provided.

Use these seven questions as a focused starting point. Every question is optional so the creator can preserve the exact set, remove an item that does not fit the context, or adapt choices before sharing. The template is original editorial content, not a validated scale.

1. Which eligible employee are you nominating?

2. Which award category best fits this nomination?

- ☐ [Award category 1]
- ☐ [Award category 2]
- ☐ [Award category 3]
- ☐ Other category
- ☐ Not sure

3. What is your working relationship with the nominee?

- ☐ Direct manager
- ☐ Peer
- ☐ Cross-functional colleague
- ☐ Direct report
- ☐ Customer or partner
- ☐ Other relationship
- ☐ Prefer not to say

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4. Which published award criterion is most relevant?

- ☐ [Criterion 1]
- ☐ [Criterion 2]
- ☐ [Criterion 3]
- ☐ More than one criterion
- ☐ Not sure

5. What observable action or contribution did the nominee make?

6. Who or what benefited from that contribution?

- ☐ A team
- ☐ A customer or user
- ☐ A project
- ☐ A process
- ☐ The wider organization
- ☐ More than one group
- ☐ Other

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7. What evidence could the review panel examine?
