

**The University of West Indies  
St. Augustine Campus  
2015 Employee Excellence Award**

**Instructions for Attribute/Criterion Justification:**

Please include the following:

**\* Supporting evidence or examples for each attribute (for reference, see SELECTION PROCESS and RUBRIC on the Awards website).**

- Any Appraisals, Testimonials, Reports, Portfolios, Proposals and other evidence mentioned in justification of attributes/criterion must be included as a separate document to be submitted via email. Please present information as succinct as possible. No more than 2 pages for each document.
- For each attribute/criterion, the maximum number of files that can be uploaded is five (5). Accepted formats are: JPEG, DOC (or DOCX) and PDF.
- The same document (evidence) can be used to justify more than one attribute
- For the justification of attributes/criterion, please state clearly, in point form, how the nominee has been outstanding in displaying the relevant attribute:
  - **For example:** (The following is a detailed example of how to justify attributes)

e.g.

**Job Related Knowledge and Skills**

**SUPPORTING COMMENTS/EXAMPLES:**

- |  |
|--|
| <ul style="list-style-type: none"><li>• Nominee has scored very high on Performance Appraisal (See Appendix 1: Nominee Appraisal 2013)</li><li>• Nominee completed all projects on time with high satisfaction ratings (See Appendix 2: Testimonials Project 1 and Appendix 3: Project Report)</li></ul> |
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\*Please note documents must be submitted along with nomination form for submission to be considered valid.