

**The University of West Indies
St. Augustine Campus
2015 Service 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(s) 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. Maximum upload capacity per attribute is **10MB**.
- 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">• Nominee has scored very high on Performance Appraisal (See Appendix 1: Nominee Appraisal 2013)• Nominee completed all projects on time with high satisfaction ratings (See Appendix 2: Testimonials Project 1 and Appendix 3: Summary of Project Report) |
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*Please note documents must be submitted along with nomination form for submission to be considered valid.