2022 CSUN Jolene Koester Team Award Nomination Form

The Jolene Koester Team Award is bestowed to a team of staff members and/or administrators who collaborated on a project, process, or other significant initiative that was completed and/or implemented, and that brings about radical, positive change that improves performance or productivity and/or reduces costs or enhances the image of the University.

Eligibility:

Teams must consist of a minimum of three individuals. Membership can constitute a work group or departmental unit, or be cross-departmental or cross-divisional.

Criteria:

Nominations must provide specific examples of how the nominated team and their project has achieved the following:

1. Advances the University mission.

2. Consisted of clear goals and created distinctive results/solutions that improve performance or productivity, and/or reduces costs, or enhances the image of the University.

3. Created a team environment of successful collaborative relationships that promoted communication, trust, and respect for differences.

NOMINATION:

Please provide information pertaining to the Team nominated, You (the Nominator), and the Team Leaders and Team Members.

It is recommended that you use the preview of the nomination form provided on the Staff Service Awards page to prepare your responses so that you may paste them into the form in one sitting.

After you successfully submit your nomination, you will receive an email with which you can view and print a copy of your nomination. If you do not receive an email, you have not successfully submitted your nomination.

The nomination must be complete and received by 5:00 p.m., Friday, April 29, 2022.

* Indicates a required field.

Date *
[Month ▾] [Day ▾] [Year ▾] [▦]

Team Project Name *
[   ]

Team Leader's Full Name, Position and Department *
[   ]

Team Co-Leader's Full Name, Position and Department (If Applicable)
[   ]

Team Co-Leader's Full Name, Position and Department (If Applicable)
[   ]

Total Number of Team Members, Including Leader(s) *
[   ]

First and Last Name, Email and Department of Each Staff Team Member *
[   ]

First and Last Name, Department and CSUN Email of Each Student Team Member (If Applicable)
[   ]

Nominator's Full Name (You) *

[   ]

Nominator's Department *

[   ]

Nominator's Title *

[   ]

Nominator's Campus Phone *

[   ]

Nominator's E-Mail *

[   ]

Relationship to Nominee (Colleague, Supervisor, etc.) *

[   ]

Team Leader's Supervisor/Manager (To be completed if different than Nominator)

[   ]

Team Leader's Supervisor/Manager's E-Mail *

[   ]

Team Leader's Supervisor/Manager's CSUN Phone *

[   ]

1. Describe the project of the team and how it advances the mission of the University. *

[   ]

2. Describe the goals of the project, actions taken, solutions created, and how it has or will improve performance, productivity and/or reduce costs, or enhance the image of the University. *

[   ]

3. Describe how the team successfully collaborated, fostered relationships, and promoted communication, trust, and respect for differences. *

[   ]

4. When was the project completed or placed into action. *

[   ]

[Submit]