



**NOMINATION AND ASSESSMENT FORM FOR TEAMS**

**REWARD & RECOGNITION AWARDS COMMITTEE**

**NOMINATION/ASSESSMENT FORM FOR TEAMS**

Department/ Unit/Division/Centres: .....

Kindly rate the attributes below using the following:

- Excellence - 5
- Very Good - 4
- Good - 3
- Fairly Good - 2
- Poor - 1

S/N	ATTRIBUTES	DESCRIPTION	SCORE				
			1	2	3	4	5
1.	Effectiveness	Doing the right thing at the right time					
2.	Efficiency	Using minimum resources to achieve maximum result(s)					
3.	Quality of Work	Maintaining very high standards of work					
4.	Responsiveness	Attitude to work					
5.	Quality of Work	Ability to act under tension					
6.	Team Coherence	Observed team cohesion					
7.	Resource Management	Maximisation of Resource					
8.	Goal Achievement	Unit Impact on organisational goals					
9.	Perception(s)	Relativity of the Department					
10.	Human Relation	Observed behaviour of team members					

**Comment on specific outstanding acts to warrant nomination**

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**Name (Optional)**

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**Signature & Date (Mandatory)**