

Reward and Recognition Scheme for Non-Teaching Staff 非教學人員獎勵及嘉許計劃
Team Award Application / Nomination Form 團隊獎項申請/提名表格**Notes:**

- (i) Please complete all parts of the form as far as possible. Justifications should be provided in not more than 4 A4-size pages in total. Supporting documents (if any) may be in hard copy or soft copy, and should be within 10 pages or 2,500 words in total. 請盡量填寫表格的各部份。提交的理據應不多於4頁A4紙，如有附件，可以書面或電子形式提交，亦應不多於10頁或2,500字。
- (ii) Please use separate sheets if the space provided in the form is not enough. 如表格空間不足，請附加紙張。
- (iii) Please send in a pdf copy of the completed form together with supporting documents to hro-events@hkbu.edu.hk **on or before closing date**. If hard copy is sent with supporting documents, please forward it to the "Selection Panel" c/o Human Resources Office, AAB903 Level 9, Academic and Administration Building, 15 Baptist University Road, Kowloon Tong. Kindly mark "Reward and Recognition Scheme for Non-teaching Staff" and "Team Award" on the cover. 請把表格連同附件（以pdf檔案）於**截止日期或之前**透過電郵或校內郵遞方式，交人力資源處轉『遴選委員會』作考慮。電郵至 hro-events@hkbu.edu.hk；校內傳遞至九龍塘浸會大學道15號教學及行政大樓9樓903室人力資源處收，封面請註名參加「非教學人員獎勵及嘉許計劃」及「團隊獎項」。
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Name of the Project/Achievement

完成項目 / 計劃名稱： _____

1. Describe the nature of this project or the achievement made. 描述項目的性質或達至的成果。

(Please provide a brief account of its background, the process, and the results. Is it something new, something which streamline processes, which save resources, promote the quality / quantity of end results etc.) (請扼要地描述該項目的背景、過程和結果。是否創新或簡化了程序、節省資源、從而提升質量等。)

2. How is it done above and beyond the requirements of the team members' duties?

隊員怎樣超越自己日常工作的職責來完成上述的項目?

3. Highlight the (possible) positive effects / influence on others.

重點描述此項目為其他人(可能)帶來的功效或正面影響。

4. State the specific targets met (if any) which are aligned to the University's strategic goals.

申明此項目所達到的目標，並如何配合和連繫大學的策略目標。

5. Describe the improvement(s) made in services or/and to the processes. How do these enhance operational efficiency and effectiveness?

描述在提供服務時及/或過程中帶來的改善。如何提升工作效率及成效?

Composition of the Team (at least 2 and up to 20 members) 團隊成員 (最少2人至最多20人) :

Full Name of Members (Leader first) 隊員姓名 (先填寫隊長)	Staff ID number 職員編號	Post Title 職位名稱	Dept/ Office code 部門代號	Members' signatures 隊員簽署
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Nominator (Dean/ Head) if applicable 提名人(院長/部門主管) [如適用] :

Signature of Dean/Head 院長/部門主管簽署

Name in block letters 姓名全寫

Faculty/School/ Office 學院/部門名稱

Date 日期