

**Reward and Recognition Scheme for Non-Teaching Staff 非教學人員獎勵及嘉許計劃**  
**Exemplary Service Award or Individual Award Nomination Form**  
**模範服務獎或個人獎項提名表格**

**Notes:**

- (i) Please complete all parts of the form as far as possible. Justifications and a self-statement (provided by the nominee) together should be within four 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。提交的理據及（被提名者的）自我表述應在 4 頁 A4 紙內。如有附件，可以書面或電子形式提交，亦應在 10 頁紙或 2,500 字內。
- (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](mailto: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 "Individual 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](mailto: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「個人獎項」。
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**1. Describe the contributions made or /and the exceptional service provided.**

描述所提供的重要貢獻或傑出服務。

(Please provide an account of 請描述該服務/項目的

(a) the context of the incident(s), 背景、經歷的過程

(b) the role(s) and action(s) taken by the staff, and 同事的角色、曾採取的行動和

(c) the results achieved and impact made. 項目所達至的結果與影響。)

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**2. How is it/are they done beyond the staff's normal scope of duties?**

上述服務如何超越同事的一般職責？

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**3. What are the (possible) positive effects on others (his/her peers, users, subordinates, or other members of the University community) as a result of the staff's service?**

同事的服務為其他人【包括朋輩、服務對象、下屬、或其他大學社群】(可能)帶來的正面影響。

**Nominee for Individual Award 被提名參選個人獎項同事：**

Name of Staff

職員姓名

Staff ID number

職員編號

Post Title

職位名稱

Dept/Office Code

部門代號

Self-statement by the nominee:

被提名者個人表述：

Signature of nominee 被提名者簽署

Date 日期

**To be completed by Human Resources Office 由人力資源處填寫**

Band 廣分職級 : \_\_\_\_\_

Date join University

加入大學日期 : \_\_\_\_\_

Current contract period from to

現時合約期由 \_\_\_\_\_ 至 \_\_\_\_\_

**Nominated by 提名人簽署確認：**

Signature of nominator 提名人簽署

Name in block letters 姓名全寫  
(Staff ID number 職員編號 : \_\_\_\_\_ )

Faculty/School/Office 學院/部門名稱

Date 日期

**Endorsed by Dean/ Head 院長/部門主管簽署確認：**

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