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| **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:***1. *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紙内。如有附件，可以書面或電子形式提交，亦應在10頁紙或2,500字内。*
2. *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。*
3. *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 “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**;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、經歴的過程(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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| 1. **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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| 1. **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被提名參選個人奬項同事︰**

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| 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︰

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| Signature of nominee 被提名者簽署 |  |  | Date 日期 |

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| **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現時合約期由 \_\_\_\_\_\_\_\_\_\_\_ | to至 \_\_\_\_\_\_\_\_\_\_ |

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| **Nominated by提名人簽署確認︰**

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|  |  |  |  |
| 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 |

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

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| 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 |

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JL/MT/YP

Doc:RRF02(Individual/Exemplary Service) (01.08.2016)