



正向員工服務獎

2018 / 2019

POSITIVE WORKPLACE SERVICE AWARD

Nomination Form 提名表格

Notes 備註:

- The information provided on this nomination form will be used by the Committee on Positive Workplace and Staff Development (PWSD Committee) and the Central Selection Panel for identifying awardees for the Positive Workplace Service and related Awards (the PWS Award) and promotion of the positive workplace initiatives. 此提名表格內之資料只供大學正向工作間及員工發展委員會和相關遴選委員會為「正向員工服務獎」和相關獎項作甄選並推廣正向工作間之用途。
- The nomination form may be completed in either English or Chinese. The completed form together with the supporting documents, if any, should be submitted on or before October 31, 2018 to the Secretary, PWSD Committee (c/o Human Resources Office, 4/F, Mong Man Wai Building, CUHK). 此表格可以中文或英文填寫。填妥的表格及有關文件(如適用)須於 2018 年 10 月 31 日 或之前交回正向工作間及員工發展委員會秘書，地址為香港中文大學蒙民偉樓 4 樓人力資源處。
- Details of the PWS Award are set out in the Award Leaflet available at the webpage of the Human Resources Office (<https://www.hro.cuhk.edu.hk/pwsa201819>). Enquiries pertaining to the award can be addressed to Mr. Daniel Chow (3943 8607), Ms. Angel Leung (3943 8611) or Ms. Katrina Chu (3943 1987). 有關「正向員工服務獎」之詳情，請參閱人力資源處網頁(<https://www.hro.cuhk.edu.hk/pwsa201819>)的宣傳單張。查詢可致電周偉榮先生 (3943 8607)、梁安琪女士 (3943 8611)或朱港靖女士 (3943 1987)。

Part A: Particulars of the Nominee(s)

甲部: 獲提名員工的資料

Please select the award category (please as appropriate) 請選擇獎項類別 (請在合適的空格內加):

(For full-time CUHK staff only 只適用於大學全職僱員)

Individual Award 個人獎

[please complete part (a) below 請填寫以下(a)部]

Team Award 團隊獎

[please complete part (b) below 請填寫以下(b)部]

(a) Individual Award 個人獎

Full Name in Chinese

中文全名: _____

Employee ID

職員編號: _____

Department/Unit

部門/單位: _____

Email

電郵: _____

Full Name in English

英文全名: _____

Position

職位: _____

Contact Number

聯絡電話: _____

(b) Team Award 團隊獎

A work team should be comprised of **two or more CUHK full-time appointees** who work in the same department/unit or who work on a specific project as an inter-departmental work team. Please list all members of the team in the table below. If additional space is required, please use a separate sheet of paper. 參選工作團隊應由**至少兩名中大全職僱員**組成，成員可隸屬同一部門或來自不同部門但參與同一專題工作／項目。請於下表列出各成員的資料，如位置不敷應用，請另加紙張。

Team Name 團隊名稱: _____ Team Coordinator 團隊聯絡人*: _____

Contact Number 聯絡電話: _____ Email 電郵: _____

*(Team Coordinator should be a full-time staff member 團隊聯絡人須為中大全職僱員)

Name in English (Full name) 英文全名	Employee ID 職員編號	Position 職位	Department/Unit 部門/單位

Part B: Recommendation

乙部: 推薦說明

Please share stories or provide examples of how this individual staff member/work team **inspires others and radiates positive energy in the workplace** with respect to the following assessment criteria for the award. 請根據下列評審準則說明被提名的員工/團隊如何在工作間散發正能量，並感染他人。

Writing tips 寫作提示:

- Refer to the assessment criteria set out in the Attachment to get an idea for the positive attributes and performance traits being sought after
參閱載於附錄的評審準則以掌握值得嘉許的正向素質和表現
- Give concrete examples and share stories that can wow the Central Selection Panel
分享具體事例和故事，讓評審留下深刻印象
- Focus on the positive attributes/behaviours (rather than outcomes) that shaped the workplace culture
著墨於對工作文化有正面影響的素質表現
- Bring it to life by providing supporting documents, videos, photos or any relevant materials
透過文字、短片、相片或其他方式把提名故事以立體呈現
- Avoid jargon and acronyms
避免使用專業術語及縮寫



1. Positive Manners and Attitude in the Workplace 工作間的正向表現與態度 [40%]

2. Continuous Learning 持續學習 [20%]

3. Positive Impact and Contribution to the Department and/or the University

對部門/大學的正面影響與貢獻 [20%]

4. Evidence of Positive Feedback and Outcome 正向回饋與成果的例證 [20%]

Additional documentation(s) containing comments, compliments or recommendations from users can be attached. 請附上有關證明文件，如表揚信及推薦信等。

Part C: Particulars of the Nominator

丙部: 提名人資料

I hereby declare that I have no personal relations with the nominee(s)/private interest in this nomination. All information provided in this nomination form is complete and true.

謹此聲明本提名並不涉及私交或個人利益，表格內的資料皆整全無誤。

Full Name in English

英文全名: _____

Employee ID/Student No.

職員/學生編號: _____

Position/Year of Study

職位/年級: _____

Department

部門/學系: _____

Contact no.

聯絡電話: _____

Email

電郵: _____

Date

日期: _____

Signature

簽名: _____

目標一致，歡笑體現！期待你的提名！
LOOKING FORWARD TO YOUR NOMINATION!