



Nomination Form 提名表格

Notes 備註:

1. The information provided on this nomination form will be used by the Committee on Positive Workplace and Staff Development (PWSD Committee) and its Selection Panel(s) [the Panel(s)] for identifying awardees for the Positive Workplace Service and related Awards (the PWS Awards) 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。
2. The nomination form can be completed in either English or Chinese. The completed form together with the supporting documents/materials, if any, should be submitted on or before June 21, 2021 to the Secretariat, 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/資料(如適用)須於 2021 年 6 月 21 日 或之前交回正向工作間及員工發展委員會秘書處，地址為香港中文大學蒙民偉樓四樓人力資源處。
3. Details of the PWS Awards are set out in the *Explanatory Document* available at the [webpage](#) of the Human Resources Office. Enquiries pertaining to the awards can be addressed to Ms. Angel Leung (3943 8611) or Ms. Katrina Chu (3943 1987). 有關「正向員工服務獎」之詳情，請參閱上載至[人力資源處網頁](#)的說明文件。查詢可致電梁安琪女士 (3943 8611) 或朱港靖女士 (3943 1987)。

Part A: Particulars of the Nominee(s)

甲部: 獲提名員工/團隊的資料

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

- (a) The positive attributes/contribution of your nominee will be assessed in five criteria, namely: positivity, proactivity, creativity, sustainability, and impact. Separately, the presentation of your recommendation carries weight.
參選者的正向素質/貢獻會按五項準則評審，包括正向表現、積極主動性、創意性、可持續性和成果與影響。此外，推薦內容的表達方式和整體質素亦會被考慮及評分。
- (b) Please read the [Explanatory Document](#) on the PWS Awards which provides a detailed description of the assessment criteria and the relevant weightings.
有關「正向員工服務獎」獎項的各項評審準則詳情及比重，請參閱相關[說明文件](#)。

1. Positivity: Positive Manners and Attitude in the Workplace 工作間的正向表現與態度

2. Proactivity 積極主動性

3. Creativity 創意性

4. Sustainability 可持續性

5. Impact 成果與影響

Part (C): Motto of the nominee^{Note} (to be provided by the nominator or nominee)

丙部: 座右銘^註 (可由提名人或被提名者提供)

Please share a motto that can best encapsulate the positive energy and spirit of the nominee. 請提供一句最能代表參選同事/團隊正能量精神的座右銘。

Note 註

- i. The motto can be of the nominee's original creation, or from the famous quotation of the others [in the latter case, please also indicate the source of motto). 參選同事/團隊可自行創作相關格言，或引用其他人的創作(如引用他人作品，請指示其出處)
- ii. The motto provided may be published in the promotion materials of the PWS Award where applicable. 所提供的格言將有機會於正向員工服務獎的有關宣傳資訊中刊登及分享

Part D: Particulars of the Nominator

丁部: 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!

