

As part of the UNSW Performance Development Scheme, CSE accepts nominations on an annual or biannual basis from supervisors for recognition or incentive for professional staff who have demonstrated excellence in their performance. Nominations need not coincide with performance development meetings.

In line with the standards outlined in the UNSW Recognition and Incentive Toolkit, the CSE Recognition and Incentive Scheme seeks to ensure that nominations are non-discriminatory, the effect on team-based work is considered, the system is applied fairly, consistently, and is merit-based, the recognition or incentive chosen matches the level of achievement reached, and considers the diverse nature of the workplace.

**Name of Nominee:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Nominator's Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
(Normally Supervisor)

**Nominator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The achievement of the nominee will normally meet all of the following criteria and the supervisor must provide concrete examples to support the nomination. When assessing overall performance, CSE takes into consideration both the achievement and the behaviour of the individual.

Rate the Achievement (tick one)			
<input type="checkbox"/>	<b>Outstanding Performance</b>	Performance always exceeds expectations and is recognised as performing at an outstanding standard.	Outstanding or very good performance will normally be selected on the basis of either sustained performance above that required or a single one-off exceptional achievement.
<input type="checkbox"/>	<b>Very Good Performance</b>	Performance often exceeds expectations and is recognised as performing above the standard.	
<input type="checkbox"/>	<b>Good Performance</b>	Performance consistently matches expectations and is recognised as performing at a satisfactory level.	Good performance is expected of all staff at all times. However in some cases there is a need to tie specific achievements or behaviour to recognition or incentives to demonstrate how continued good performance can lead to very good or outstanding performance.

**Describe the individual's achievement or performance and how it warrants nomination**


**Describe how the behaviour of the individual warrants nomination**


**Is this individual part of a team? Describe how their performance differs from the group**


**Proposed Recognition or Incentive Type (tick one)**

<input type="checkbox"/>	Monetary Recognition	<input type="checkbox"/>	Monetary Incentive
<input type="checkbox"/>	Non-Monetary Recognition	<input type="checkbox"/>	Non-Monetary Incentive

**Provide details of recognition or incentive and monetary amount where applicable**

	\$

**Additional Support for Nomination (may take the form of additional nominators or achievements)**


**Approvals**

Is the nomination supported by the School?  Yes  No

Where applicable, are the funds approved?  Yes  No

Signatures:

\_\_\_\_\_  
Date: Executive Officer

\_\_\_\_\_  
Date: Head of School

Comments:

\_\_\_\_\_  
Account Details (where applicable)