

# Staff recognition / nomination

Describe a specific contribution and when it happened. Give examples that help the reviewer understand the impact.

Nominee / team

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Nominated by / date

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Contribution period

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Recognition category / value, if used

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## What did they do?

Describe the contribution and who it helped

## Concrete examples

Date / situation

What they did

Result / reference

## Why it matters

Effect on colleagues, customers or the work / other context

Reviewed by / date

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Outcome / follow-up owner

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## Reviewer notes

Next step / recognition arranged / reference