



## MIA REWARD & RECOGNITION PROGRAM NOMINATION FORM

*Help us find MIA's customer service stars!*

Employees at MIA accomplish small miracles every day. The service travelers receive at MIA sets the tone for their experience of our airport and community. Help us recognize and reward employees whose service to customers has gone above and beyond the call of duty by nominating them for an R&R award—take a moment and fill out a form today!

### **NOMINEE**

NAME: \_\_\_\_\_  
JOB TITLE: \_\_\_\_\_  
EMPLOYER: \_\_\_\_\_  
SUPERVISOR'S NAME: \_\_\_\_\_  
SUPERVISOR'S TELEPHONE: \_\_\_\_\_

### **NOMINATOR**

NAME: \_\_\_\_\_  
JOB TITLE: \_\_\_\_\_  
EMPLOYER: \_\_\_\_\_  
NOMINATOR'S TELEPHONE: \_\_\_\_\_  
DATE OF NOMINATION: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

Describe how the nominee provided service above and beyond the call of duty to MIA's travelers. (Please include date, time, location of event, etc.)

Attach additional pages if needed and any correspondence pertaining to this nomination.

**Fax completed nomination form to 305-876-8470.**

For more information go to <http://www.miami-airport.com/rr.asp> or call 305-876-7858.

# MIA REWARD & RECOGNITION PROGRAM GUIDELINES

## GUIDELINES

- All hourly employees are eligible for nomination.
- The action(s) performed must be above and beyond the nominee's regular duties.
- The action(s) must have been performed for MIA's passengers or visitors.
- Action(s) must be customer service in nature.
- Nominations must be submitted in writing with full details of the action(s) warranting nomination.

## REWARDS

- Monthly winner selection includes:
  - Recognition throughout MIA via website, flyers, media, etc.
  - Worksite party
  - Awards such as shirts, vouchers, and more
- MIA Employee of the Year selection:
  - Recognition at annual award gala dinner at Hotel MIA
  - Awards such as cruises, dining, air-line tickets, and more

The R&R nomination form is located on the reverse side of this sheet and also available on MIA's website at:

<http://www.miami-airport.com/rr.asp>

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