

**University of New Orleans
Service with Jazz High Note Program
Department Nomination Form**

Eligibility Requirements: Any UNO department that meets the High Note criteria will receive a sign for display in the department that is highly visible. The sign will say,

“This is a High Note Office....Customer Satisfaction is our #1 Job”

Eligibility Criteria:

- Department must have 100% of eligible employees trained in Service with Jazz Program
- Department must have, at least, two monthly winners
- Department must have an active Customer Satisfaction Survey as part of its Institutional Plan
- Department must reach stated level of expected Customer Satisfaction in it’s I.E. Plan

Return this form to: Service with Jazz High Note Program, Employee Recognition Committee, Office of the Chancellor, Admin. Bldg. Room 2000. Nominations are due by the first of the month.

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| Department Name | |
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| Department and Telephone Number | |
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| Dean/Director or Vice Chancellor | Signature |
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Supporting Information (use additional sheet if necessary)