

## **COMMENDATIONS**

Glasgow Kelvin College strives to provide a high-quality service and learning environment for all students and service users.

If you have experienced exceptional service from a particular team or staff member you can commend them for their efforts by completing a commendation form to be reviewed by the Senior Management team (SMT).

Commendation forms are available from the website / intranet / campus receptions



Complete the Commendation form and submit to secretariatgkc@glasgowkelvin.ac.uk



Secretariat team log receipt on central database and pass to Senior Management Team for consideration

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Senior Management Team consider the commendations at fortnightly SMT meetings

If agreed



Principal writes to team / staff member to commend their efforts



Secretariat inform the person nominating the team / staff member that the commendation has been sent and log outcome on central database

If declined



Secretariat inform the person nominating the team / staff member that the commendation has been declined and log outcome on central database