

# Employee of the Quarter

## Nomination Form

*Please complete each of the fields below and explain in detail the reason for the employee nomination*

**Nominee Name:**

field service

**Nominee Department:**

support staff

The following questionnaire is provided to describe key qualities, traits, and/or characteristics of the nominee.

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**Describe the specific event where the nominee exceeded expectations during this Quarter.**

**Describe how the final outcome of the specific event impacted the department/organization.**

**What are some key leadership qualities that the nominee demonstrates?**

**Why do YOU believe the nominee deserves to be recognized for the Employee of the Quarter ?**

Submitted by:

Date:

Supervisor/Director signature:

Date:

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### ***HUMAN RESOURCES USE ONLY***

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Performance review requirements met	yes	no	Years of service		
Written discipline received in last 12 mos.	yes	no	Received Employee of the Year	yes	no

Please return to Human Resources Director, Sandra Cuellar-Wilson