



Employee of the Quarter Nomination Form

- *All regular full-time and part-time employees are eligible for nomination.*
- ***Details are key,** they aid the selection committee in making their decision.*

I/We would like to nominate _____ because:

Was this performance part of this person's regular job?

How did this performance contribute to the organization?

Did this performance contribute to customer satisfaction (internal or external)?

Other reasons you think this employee should receive recognition:

Nominated by _____ Date _____

Please return your completed nomination form to human resources by the last day of the respective quarter (Mar. 31, Jun. 30, Sept 30. or Dec 31).