



UNIVERSITY OF  
SOUTH ALABAMA

# Employee of the Quarter

## NOMINATION FORM

The University General Division Employee of the Quarter Award is intended to recognize exceptional performance and efforts of current staff employees working within the General Division. Any regular full-time University General staff employee with a minimum of one year of continuous employment and whose job performance is satisfactory or above may be nominated. Nominations remain active for consideration for two Employee of the Quarter cycles. Former Employees of the Quarter are eligible for subsequent nomination twelve (12) months following selection.

Nominations for the Employee of the Quarter may be submitted by all employees, including division heads, administrators, faculty, staff and students.

<b>NOMINEE INFORMATION</b>
Nominee/Employee Name:
Title:
College or Division:
Department:
Supervisor/Manager:
Contact Phone Number:
Contact Email:
<b>NOMINATOR INFORMATION</b>
Name:
Department:
Phone Number:
Email address:

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Please use the questionnaire below and/or submit a one-page attachment with specific reasons and examples why the nominee should be selected as USA's Employee of the Quarter.

- ***What special action(s) did this employee demonstrate that prompted this nomination? (provide detailed examples).***

- ***Work Relationships: promoting team efforts; interacting with coworkers and others (provide detailed examples).***

- ***Achievement of Objectives: by supporting the mission of the University of South Alabama (provide detailed examples).***

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- ***Service/Customer Relations: providing excellent customer service both internally and externally to include volunteer and/or community service (provide detailed examples).***

- ***Performance: striving for exceptional performance and quality of work; and promoted excellence in others (provide detailed examples).***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for taking the time out of your busy day to recognize a USA employee!**

Nominations are due by August 1, November 1, February 1 or May 1 which preceded the award month.  
Nomination forms should be sealed in an envelope marked confidential and sent to:

Employee of the Quarter Award  
c/o Jelicka Caldwell  
Assistant Manager, Employee Benefits  
650 Clinic Drive TRP III Suite 2200  
Mobile, AL 36688