

Employee of the Quarter Nomination Form

The Quarterly Employee Awards are announced in May (for nominations submitted January through March); August (April through June); October (July through September) and January (October through December). The Employee of the Year Award will be selected from all nominations throughout the year and will be announced annually at the departmental Holiday Luncheon in December.

Please submit nominations to Angel Schumacher or Dalene Rice ASAP.

When considering someone for the award, think of the individual who has made your job easier or assisted you in performing your job by going above & beyond their normal job duties. To complete the nominations please complete the following questions. Use additional pages or the back if necessary.

Date: _____ Candidate: _____

Nominator: _____

Is this individual a regular full-time employee in the Department of Anatomy & Neurobiology? _____ Yes _____ No

1. Briefly describe the normal job duties of the nominee. Give specifics.

2. Give specific examples of the nominee going above and beyond their normal job duties.

3. How do you see the nominee's impact on the department as a whole? Give examples.

4. How have you seen this individual contribute to the UK and/or greater community? Give examples.