

Facilities Management Employee Recognition

Employee of the Quarter

This form is for nominating a Facilities Management employee for exception efforts and contributions to Facilities Management and Arkansas State University. This award honors employees who display one or more of the following: Demonstrate dedication in achieving the mission of ASU and Facilities Management, exhibit professionalism to influence and motivate those with whom they interact, perform assigned tasks in an exemplary fashion and inspire other employees to improve, exemplify outstanding conduct in the performance of duties over a period of time, execute outstanding reliability and cooperation toward departmental goals and objectives or/and display cooperation and flexibility toward team members and/or between departments.

Nominated Employee's Name: _____

Nominated Employee's Dept: _____

Justification for Nomination: _____

Nominated By: _____

Date: _____

Please submit form to Facilities QuIP Secretary, send as an attachment by email to ajordan@astate.edu or mail to: Facilities Management Staff Recognition

P.O. Box 250
State University, Arkansas 72467