

NOMINATION FORM
EMPLOYEE OF THE QUARTER

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 Mya Moore
Assistant Manager, Employee Relations
650 Clinic Drive TRP III Suite 2200
Mobile, AL 36688