

IU East Employee of the Quarter Nomination Form

Nominations for this award may be made by any member of the IU East Community including faculty, staff, and students. Employees eligible for this award include professional and support staff and hourly with retirement covered employees.

Nominees for the Employee of the Quarter Award should meet the following criteria:

1. Demonstrates excellence in overall work performance.
2. Promotes positive morale through a congenial, supportive attitude and by providing service to others.
3. Puts forth an effort to improve self as well as to develop and recognize others.
4. Exhibits initiative and creativity resulting in improved operating efficiency of the department and/or University.
5. Enhances the image of the Department and/or University.

Name of Employee Being Nominated: _____

Department: _____

Name of Nominator: _____

Department: _____

Please provide a narrative describing how the nominee meets the criteria for the award. This may include a description of a significant contribution to IU East during the past quarter or an example of exemplary service in daily job performance and a demonstrated willingness to work above and beyond the call of duty.