



Controller's Office Employee of the Quarter Nomination Form

Please identify specific examples of how the nominee achieved at least one of the criteria listed below. Use the summary box to collect your thoughts and to include any area not covered on the form. You may also write a letter of nomination rather than using the separate boxes.

Note: Submission deadlines are as follows:

1st Quarter – January through March; **deadline is April 1st**

2nd Quarter – April through June; **deadline is July 1st**

3rd Quarter – July through September; **deadline is October 1st**

4th Quarter – October through December; **deadline is January 3rd**

Name of Nominated Employee:	Today's Date:
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Nominated Employee's Department:	Name of Nominator(s):
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Nominated Employee's Telephone Number:	Nominator's Department:
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Nominator's Telephone Number:	Work Relationship to Nominated Employee
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1. Significantly improves customer service or increases customer satisfaction.

2. Significantly improves work process or increases implemented procedure efficiency.

3. Takes initiative to reduce organizational barriers through activities such as mentoring, voluntarily assisting coworkers, and participating in cross-functional teams.

4. Works to foster collaboration, communication, and cooperation among peers, management staff and University constituents.

5. Performs at a level above and beyond normal job requirements.

6. Summary

The Beneficial Suggestion Committee encourages employee participation and welcomes all comments and questions in order to enhance and develop the Employee of the Quarter program.

If you have suggestions for additional Employee of the Quarter incentives, or simply would like to share your comments, please email the Controller's Office Beneficial Suggestion Committee at controller-suggestionbox@umdnj.edu.

Submit your Employee of the Month Nomination Form to:

Margie Reveron
Controller's Office
Liberty Plaza Bldg – 4th Floor
New Brunswick