

## **GUIDELINES FOR EMPLOYEE OF THE QUARTER NOMINATIONS**

The goal of the Controller's Office **Employee of the Quarter Program** is to publicly recognize outstanding employees and acknowledge their accomplishments and contributions to the Controller's Office and the University of Medicine and Dentistry as a whole. It also offers an opportunity for all employees within the Controller's Office to recognize their peers for their exceptional job performance.

### **Who Can Be An Employee Of The Quarter?**

A candidate for the award must meet the following criteria:

1. Nominee must be a **permanent** full-time employee (excluding managers and supervisors) of UMDNJ Controller's Office.
2. Must have successfully completed his/her initial probationary period.
3. Must not have any active disciplinary action pending or on file for the previous two years.
4. Must have consistent satisfactory job performance and time and attendance are in good standing.
5. Has a positive attitude toward work responsibilities, co-workers, and customers, and serves as a role model for others.
6. Is productive, exhibits commitment to quality in carrying out job responsibilities, and is an asset to the staff of his/her department. Provides service that reflects a positive image of UMDNJ. Some examples include:
  - Producing high quantity and quality of work over an extended period of time;
  - Giving extra effort to complete a job or handle a heavier workload;
  - Filling in when team is short-staffed;
  - Volunteering for and working on special projects;
  - Creative problem solving resulting in substantial cost or time savings;
  - Significantly improving customer service or increase customer satisfaction;
  - Significantly improving a work process or increasing the efficiency of a procedure; and
  - Performing at a level above and beyond normal job requirements.
7. Is willing to take initiative, and accepts and carries out additional responsibilities beyond regular job assignments.
8. Is consistently dependable and punctual in reporting for duty, completing assignments on time, and participating in additional responsibilities.

9. Not selected as Employee of the Quarter within the current calendar year.
10. Any eligible staff member may be nominated more than once.

### **Who Can Nominate Someone for Employee of the Quarter?**

Any permanent employee (peers, co-workers) who has worked at UMDNJ Controller's Office for at least one year may submit nominations. Managers and supervisors may nominate a deserving employee, but not in their respective area(s) of supervision. Managers and supervisors cannot be nominated. Other departments and visitors may also nominate a deserving employee.

### **How Is The Employee Of The Month Selected?**

The Beneficial Suggestion Committee will review the nomination forms, without the name of the nominee revealed, and they will consider the response to the following five criteria, which appear on the form.

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 assist 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.

Once the Committee makes a selection, the anonymous nominations are presented to the Controller and his direct reports for review and consideration. If management's vote concurs with the Committee's selection, then Margie Reveron will proceed to contact the employee's manager/supervisor to confirm the employee's work performance, according to the established criteria for the award. If management's recommendation does not concur with the Committee's selection, then a re-evaluation of the nominations is required.

### **How Is The Employee Of The Quarter Notified?**

A special **surprise** presentation is planned at the workplace (usually during the Monthly Birthday celebration). At this special gathering, the Controller (or a designated person in his absence) will announce the Employee of the Quarter.

### **What Do We Do To Honor The Employee Of The Quarter?**

The honoree will be presented with the following:

- **A letter of recognition** signed by the Vice President for Finance and Treasurer, the Controller and the respective unit manager/supervisor.

- Provided with an **Employee of the Quarter Certificate** signed by the Vice President for Finance and Treasurer, the Controller and unit manager/supervisor. A copy of the certificate will be forwarded to the Department of Human Resources for the employee's file.
- A \$50 Check.
- Have their **picture taken and the photo prominently displayed** at:
  - LP, 4<sup>th</sup> Floor Elevator Lobby Entrance/Exit,
  - Controller's Office Website,
  - Spotlighted in the Controller's Newsletter.

**Where do I find/submit nomination forms?**

Nomination Forms are available at the Controller's Office website at [http://www.umdnj.edu/cntrlweb/Employee\\_of\\_the\\_Quarter\\_Nomination\\_Form.htm](http://www.umdnj.edu/cntrlweb/Employee_of_the_Quarter_Nomination_Form.htm)

Please direct all inquiries to Margie at [reveroma@umdnj.edu](mailto:reveroma@umdnj.edu) or by interoffice mail to:

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