

## FACILITIES SERVICES NOMINATION FORM INSTRUCTIONS

**With Every Step, we create an environment that inspires leaders and innovators of today and tomorrow to achieve greatness.**

This is a nomination to recognize individuals who best represent the core values of Facilities Services. We invite you to nominate these individuals for the Facilities Services Employee of the Quarter so that they may be recognized and rewarded for exemplifying the qualities we value. The nomination should meet at least one of the following criteria for actions in the designated quarter. Any employee may nominate any Facilities Services employee. The Employee of the Quarter Committee will determine winners from each of the five different groups ( Building Services, Operations Trades, Utilities Trades, Grounds/Motor Pool/Refuse and Support Services). Winners from each group will be selected by the committee based on the categories.

### CORE VALUE CATEGORY DEFINITIONS

**Excellence** – in quality of work performance and service results. Superior results and ability to learn. The shining example of what we expect of FS employees.

**Customer Service** – receives accolades from customers outside and/or within FS for courteous, friendly service, willingness to help and follow up as needed. Performance on tasks is beyond expectations.

**Teamwork**- is reliable and dependable and supportive of their team. Not necessarily the leader, but the one that can always be depended on by their team to get the work done and who demonstrates the ability to work together to achieve the common goal and complete tasks for their team.

**Collaboration**- exhibits outstanding effort , creativity & initiative that involves crossing over departmental lines to create positive outcomes.

**Innovation**- developed or generated a new or creative idea that can be used to improve processes or services that improve the quality of FS services.

**Integrity**- shows strong work ethic and honest behavior and great attitude. Dependable, punctual and creates a positive work environment.

1. Nominee must be a full-time TEAMS/USPS employee of Facilities Services for a minimum of six months.
2. One nominee and one nominator listed on each form.
3. Nominations should indicate the core value category that this nominee best represents.
4. Indicate specific criteria within the designated time period.

## FACILITIES SERVICES NOMINATION FORM EMPLOYEE OF THE QUARTER

Name of Employee: \_\_\_\_\_

Department and Position: \_\_\_\_\_

Categories for nomination:

Describe why the nominee meets the criteria for this category.

Please give examples to illustrate. (Be specific. Use additional paper if necessary.)

Your name and department : \_\_\_\_\_

Your email address: \_\_\_\_\_

Please submit this form to: [recognition-committee@ad.ufl.edu](mailto:recognition-committee@ad.ufl.edu)

### Employee of the Quarter Groups:

**Building Services** – This includes all Bldg Services custodial and maintenance staff, supervisors and superintendents . *There will be **four** category winners chosen each quarter from this group.*

**Operations Trades**- This includes all Operations Campus and Health Science Center trade shops, including supervisors and superintendents. *There will be **two** category winners chosen each quarter from this group.*

**Utilities Trades**- This includes all of the Utilities departments and shops including supervisors and superintendents. *There will be **one** category winner chosen each quarter from this group.*

**Grounds/Motor Pool and Refuse**- This includes all staff , supervisors and superintendents in the Grounds, Motor Pool and Refuse Departments. *There will be **one** category winner chosen each quarter from this group.*

**Support Services**- This includes all of the office support staff from any department including Administrative , Fiscal support, Financial Analysts, Human Resources, Work Management, Project Managers and Warehouse Staff. *There will be **one** category winner chosen each quarter from this group.*

### Additional Information:

The Employee of the Quarter Committee will have representatives from each group and will review and discuss all nominations and will determine the winners by vote. Winners will receive a certificate, \$50.00 and will have their picture featured on Facilities Services website and electronic bulletin boards.

Employees are only eligible to win once in a year and all winners will be eligible to be considered for the Overall Facilities Services Employee of the Year and for their group.