

**FACILITIES SERVICES
EMPLOYEE NOMINATION FORM INSTRUCTIONS**

As an employee of Facilities Services, you probably have encountered a fellow employee who has rendered outstanding service, displayed a willingness to assist you beyond normal expectations, or has shown excellent job performance. We invite you to nominate these employees for the Facilities Services Employee of the Quarter so that they might enjoy some of the commendations and rewards which they deserve. Any employee may nominate any Facilities Services employee. Please turn this form into your department administrator or e-mail to vsmith@ufl.edu, dalbert@ufl.edu, tcoraggio@ufl.edu, svaughan@ufl.edu

1. Nominee must be a full-time employee of Facilities Services.
2. One nominee and one nominator listed on each form.
3. Nominations should indicate the reason for nomination by citing specific examples of:
 - * Excellence in job performance
 - * Exceeds normal expectations.
 - * Outstanding service to fellow employees or others.
 - * Shows initiative and/or creativity in completing their job duties.

**FACILITIES SERVICES EMPLOYEE
NOMINATION FORM
EMPLOYEE OF THE QUARTER**

Name of Employee: _____

Department and Position: _____

Reason(s) for nomination: (Be specific)

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

Your Name: _____

E-Mail Address: _____

Phone: _____