

# City of Maryville

## Employee of the Quarter Nomination Form

Please answer the following questions about the Nominee and remember to be specific and provide all the necessary information needed to make the final decision. Use additional paper if necessary. Please submit this form to the Human Resources office by the end of the quarter.

Date:	
Name of Nominee:	Title of Nominee:
Department:	Nominator's Name:
<p>1. How have the work activities of this person gone above and beyond those normally expected, which make operations more effective or efficient or which may contribute to improved public service?</p>	
<p>2. How has this person demonstrated a work attitude that creates a positive climate or environment for co-workers and citizens?</p>	
<p>3. Are there any special jobs or tasks that this person has worked on that qualify them for Employee of the Quarter?</p>	
<p>4. Additional Comments:</p>	

**Guidelines:** The nominee can be any employee of the City. This form will be used to evaluate nominees and will be voted on by the Employee Board. A nominee can only be chosen for Employee of the Quarter once in a year's time frame, but can be nominated more than once in a year. Self nominations will not be accepted. Nominations will be accepted all year round and awarded at the end of each quarter. Any employee can nominate any other employee. The 4 winners of Employee of the Quarter will be nominees for Employee of the Year. Quarterly winners will be presented with a certificate and will appear in the City Newsletter. Employee of the Year will have their name added to the Employee of the Year plaque in City Hall.