

EMPLOYEE OF THE QUARTER AWARD NOMINATION FORM



I nominate _____ in division _____
(please print)

Please identify specific examples of how the nominee achieved at least one of the criteria listed below. Use the summary area to collect your thoughts and to include any area not covered on the form.

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**

Today's Date: _____

Name of Nominator(s): _____

Nominated Employee's Telephone Number: _____

Nominator's Division/Shift: _____

Nominator's Telephone Number: _____

Work Relationship to Nominated Employee _____

AWARD GIVEN: YES _____ NO _____

The Floyd County Sheriff's Office Employee Benefits 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 Sheriff's Employee Benefit Committee at execasst@comcast.net

SUBMITTAL INFORMATION:

FCSO Employees: Turn in completed form to the Mechelle Cliatt, Program Coordinator
2526 New Calhoun Highway, Rome, Georgia 30161 or
Email: As an attachment to execasst@comcast.net



Describe the reason for your nomination (use additional sheets if necessary):

1. How has he or she demonstrated exceptional dedication and initiative!

2. What has been the “scope of the impact “on SO employees and/or the public?

3. How does he/she take initiative to reduce organizational barriers through activities such as mentoring, voluntarily assisting coworkers, and participating in cross-functional activities?

4. How well does he/she work to foster collaboration, communication, and cooperation among peers, management staff and Sheriff’s constituents?

5. How does nominee perform at levels above and beyond normal job requirements?

6. Summary (Additional comments):

THANK YOU FOR YOUR PARTICIPATION!



FLOYD COUNTY SHERIFF'S OFFICE
"Employee of the Quarter"
Nomination Form



Help recognize SHERIFF'S OFFICE employees who provide service "above and beyond the call of duty." The Sheriff's Office wishes to recognize employees for a job well done. The "Employee of the Quarter" program is designed to reward employees for their exceptional service or achievement and to encourage consistent, professional service.

Who is Eligible

The Employee of the Quarter program is a quarterly reward system for FCSO staff. Nominations should be submitted using the form attached. Anyone, peers or supervisors, can submit nominations. Nominations must be submitted prior to designated deadline as stipulated for each quarter. The final selection of the Employee of the Quarter will be made by Employee Benefits Committee. Any permanent staff member, in good standing is eligible for nomination.

The person selected for the award will receive recognition for excellent service, the "Employee of the Quarter", a check for \$100, employee parking space for one quarter (January-March, April-June, July-September, or October-December), noted on the Performance Hall of Fame, invited to Annual Employee Recognition Reception, lunch with Sheriff, Chief, and Immediate Supervisor and will be eligible for Employee of the Year. (An employee can win the award only once.)

An Employee of the Quarter should strive to achieve and advance the goals and ideals as outlined below.

Qualities

An Employee of the Quarter should model many of the following qualities:

Provides excellent in service (both internal and external), including:

- Exceeds supervisor/shift or co-workers expectations;
- Perseverance to get the job done;
- Responsiveness;
- Respectful and friendly, even in times of stress.

Exemplifies and supports the Floyd County Sheriff's Office's Mission Statement and supports and strives to achieve the FCSO's Core Values.

Displays creativity and promotes new ideas in procedures and processes, including innovations that result in cost and time savings.

Takes the initiative to reduce organizational barriers through activities such as mentoring, voluntarily and assisting coworkers.

Takes initiative to continuously engage in professional self-improvement

Show your appreciation and acknowledge an outstanding employee by nominating him/her for the Employee of the Quarter Award

[EMPLOYEE OF THE QUARTER NOMINATION FORM](#)

PAST WINNERS IN ALPHABETICAL ORDER: (LISTED ON FCSO WEBSITE & DISPLAY BOARDS)
