

Northern Illinois University
Finance and Facilities
Employee of the Quarter Recognition Program

Purpose: To recognize a Full-time and Part-time employee each quarter within the Finance and Facilities Division who consistently displays the highest level of performance. Evidence of outstanding employee contributions should be demonstrated in personal attitude, initiative and teamwork skills within the department.

Procedure: Complete the “Employee of the Quarter” nomination form. Forward completed nomination form to:

Employee Services and Human Resource Development (ESHRD)
Division of Finance and Facilities
Attention: SEC Recognition Committee Chairperson
Holmes Student Center, Room 208
Fax: (815) 753-3335

The Service Enhancement Committee (SEC) Recognition Committee will review the nomination forms and one Full-time and Part-time employee will be selected the winner for each quarter. Two winners (one Full-time and one Part-time) will be selected in January, April, August and November. **Nominations are due to the office on the 1st day of December, March, July and October.** Nominations submitted, but not selected will be considered for future selections for the remainder of the fiscal year. At the end of the fiscal year the four Full-time and four Part-time winners for the year will be recognized at the Finance and Facilities Spring event. Those nominated but not selected to win during the year, will have their names recognized in the Finance and Facilities newsletter along with the 8 winners selected during the course of the year.

**Northern Illinois University
Finance and Facilities
Employee of the Quarter Nomination Form**

I. Nominee Information

Please check one: <input type="checkbox"/> Full-time Staff <input type="checkbox"/> Part-time Staff
Name _____
Title _____ Department _____
Campus Address & Phone _____

II. Reason for Recognition

<i>The "Employee of the Quarter" program is intended to recognize those individuals within Finance and Facilities who demonstrate exceptional attitude, initiative and teamwork within their respective department. Please explain below how your nominee has exhibited these traits. Add an additional page if necessary.</i>	
<input type="checkbox"/> Attitude	_____ _____ _____
<input type="checkbox"/> Initiative	_____ _____ _____
<input type="checkbox"/> Teamwork	_____ _____ _____
Any Additional Comments _____ _____ _____	

III. Nominator Information

Please check one: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student
Name _____
Title _____ Department _____
Campus Address & Phone _____

*Please submit for to SEC Recognition Committee Chairperson, Employee Services & HRD,
Holmes Student Center Room 208
Please see criteria information regarding deadlines.*