Facilities Management Employee Recognition

Employee of the Quarter

This form is for nominating a Facilities Management employee for exceptional efforts and contributions to Facilities Management and Arkansas State University. This award honors employees who display one or more of the following: Demonstrate dedication in achieving the mission of ASU and Facilities Management, exhibit professionalism to influence and motivate those with whom they interact, perform assigned tasks in an exemplary fashion and inspire other employees to improve, exemplify outstanding conduct in the performance of duties over a period of time, execute outstanding reliability and cooperation towards departmental goals and objectives or/and display cooperation and flexibility toward team members and/or between departments.

Nominated Employee’s Name: ________________________________________

Nominated Employee’s Dept: ________________________________________

Justification for Nomination: ________________________________________

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Nominated By:________________________________ Date: ___________________

Please submit form to Norma Bell, send as an attachment by email to njbell@astate.edu or mail to: Facilities Management Staff Recognition
P.O. Box 250
State University, Arkansas 72467