**Henry Clay Owen Employee of the Quarter**

**‘NICE’ Nomination Form**

**Selection of recipients will be based upon specific examples provided to demonstrate individual’s outstanding performance as related to UFS values, including the Power of Nice.**

**I wish to nominate the following employee of the University Financial Services:**

**Name ­­­­­­ \_\_\_\_ \_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_\_\_\_\_\_**

**Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **N NOTE WORTHY PERFORMANCE**

**Describe at least one specific example occurring during the quarter that demonstrates outstanding performance for the Division. Address items such as contributions, leadership, teamwork, productivity and the Power of Nice examples.**

1. **I INNOVATION and IMPROVEMENT( self or continuous process)**

**Provide examples of staff demonstrating innovation and/or improvement**

1. **C CUSTOMER SERVICE and COMMUNICATION**

**Describe specific examples demonstrating nominee’s exceptional customer service and/or communication skills.**

1. **E EXCELLENCE**

**Describe specific examples demonstrating quality and excellence in work performance.**

**Nominated by:**

**Name ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Return to: Ronda Beck 301 Service Bldg, Speed Sort 0005**

Previous nominees are eligible for renomination; however previous award recipients are not eligible for period of 2 years. Members of the selection committee are not eligible.