



NOMINATION FORM

UNIVERSITY OF CENTRAL FLORIDA

The University USPS Employee of the Month/Year Award is intended to recognize exceptional performance by currently employed USPS staff. Any USPS employee who has at least two years of USPS service and whose job performance is satisfactory or above may be nominated. Employees who have received the award within the past three years are not eligible.

Anyone with UCF affiliation (a fellow employee, student, parent of a student, or someone who conducts business with the university) can submit a nomination. The University USPS Employee of the Month/Year Award recognizes exceptional performance by currently employed USPS staff. Any USPS employee with a minimum two (2) years of USPS service and whose job performance is satisfactory or above may be nominated. Employees who have received the award within the past three (3) years are not eligible. Human Resources to verify.

Anyone with UCF affiliation (supervisor, co-worker, parent of a student, student, or someone who conducts business with the university) can submit a nomination.

NOMINEE INFORMATION
Nominee/Employee Name:
Title:
College or Division:
Department:
Supervisor/Manager:
Contact Phone Number:
Contact Email:
NOMINATOR INFORMATION
Name:
Department or Affiliation with UCF:
Phone Number:
Email address:

Please use page two and/or attach up to one page with **specific** reasons and examples the nominee should be recognized as UCF's Employee of the Month.

1. Why should this employee be "Employee of the Month"?

2. What special action(s) did this employee demonstrate that prompted this nomination?

3. How has this employee shown a commitment to UCF's [mission, vision, values](#), and [goals](#)?

Signature: _____ Date: _____

Thank you for taking the time out of your busy day to recognize a UCF employee!

The **nominator** is responsible for ensuring all components of the nomination packet are completed.

Each nomination package requires submission of two forms in the same envelope:

- one Nominator Form
- one Supporter Form – Supporter and Nominator cannot be the same person.

PLEASE RETURN COMPLETED NOMINATION FORM TO THE OFFICE OF HUMAN RESOURCES ATTN: ZIP +0140 MARKED “CONFIDENTIAL”

HAVE QUESTIONS? Contact: Human Resources

Via phone: 407-823-2771

Via email: askhr@ucf.edu