



University  
of Houston  
Clear Lake

## EMPLOYEE RECOGNITION PROGRAM NOMINATION FORM

The Finance Division of UHCL has established the Employee of the Quarter Award to identify and formally recognize employees who demonstrate exceptional performance. Use this form to nominate an employee who you feel deserves to be acknowledged. See the [guidelines](#) for eligibility criteria and more details.

Submit nominations by emailing this Nomination Form as an Adobe .pdf to [FinanceNoms@uhcl.edu](mailto:FinanceNoms@uhcl.edu). Nominations must be received by 4:30PM on the 10<sup>th</sup> of the month after each nomination quarter (or the last business day before the 10th).

Today's Date: \_\_\_\_\_

For Performance during Quarter:

Employee to be Nominated/Title: \_\_\_\_\_

Department/Name of Department Head: \_\_\_\_\_

Nominator(s) (Limit 3): \_\_\_\_\_

*Nominator names are kept confidential. Neither the Selection Committee nor the nominated employee will be told.*

**Why does this employee deserve to be employee of the quarter? Please explain how this person demonstrates excellence in the area of Job Performance and any notable contributions this person made to the campus community, give specific examples. Attach additional pages if more room is needed. **Please do not use employee's name below.****