



NOMINATION FORM  
EMPLOYEE OF THE QUARTER

Please use the questionnaire below and/or submit a one-page attachment with specific reasons and examples why the nominee should be selected as USA's Employee of the Quarter.

***What special action(s) did this employee demonstrate that prompted this nomination? (provide detailed examples).***

***Work Relationships: promoting team efforts; interacting with coworkers and others (provide detailed examples).***

***Achievement of Objectives: by supporting the mission of the University of South Alabama (provide detailed examples).***

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***Service/Customer Relations: providing excellent customer service both internally and externally to include volunteer and/or community service (provide detailed examples).***

***Performance: striving for exceptional performance and quality of work; and promoted excellence in others (provide detailed examples).***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Nominations are due by August 1, November 1, February 1 or May 1 which preceded the award month.  
Nomination forms should be sealed in an envelope marked confidential and sent to:

Employee of the Quarter Award  
c/o Mya Moore  
Assistant Manager, Employee Relations  
650 Clinic Drive TRP III Suite 2200  
Mobile, AL 36688