

 **Employee of the Quarter

Nominate Now!**

[**https://forms.office.com/Pages/ResponsePage.aspx?id=0V75uBgqRkKBBAOmdHjTo\_zxHg5086BLqx-f7PnbM-9UM1c2Q09OWUpVNFRON0YxWjk1Qkk5SU9NUC4u**](https://forms.office.com/Pages/ResponsePage.aspx?id=0V75uBgqRkKBBAOmdHjTo_zxHg5086BLqx-f7PnbM-9UM1c2Q09OWUpVNFRON0YxWjk1Qkk5SU9NUC4u)

The Employee of the Quarter Award is designed to recognize Frostburg State University (FSU) Faculty & Staff who go above and beyond by doing one or more of the following:

* Display performance or service above their normal duties.
* Contribute to an outstanding effort that directly benefits the University and/or community.
* Exemplify FSU’s values.
* Identify and resolve a process improvement.
* Provide exceptional customer service.

Employee of the Quarter (EOQ) nominees must meet the following criteria:

* Nominee must be a Regular (staff/faculty) or Contingent II/FTNTT employee.
* Has worked at Frostburg State University for at least one year.
* Meets the standard expectations, or better, on last performance evaluation (staff) OR portfolio evaluation (faculty).
* Demonstrates innovation through activities such as customer service, cost savings, productivity, work processes, etc.
* Nomination must be approved by supervisor and acknowledged by Department VP.

(continued…)

Employee of the Quarter accolades include:

* A $100 Visa gift card (\*note: this will be taxed)
* A signed Employee of the Quarter Certificate from the Office of Human Resources.

**Nomination Deadlines:**

* 1st Quarter - December 15th

Period Honored: January – March

* 2nd Quarter - March 20th
Period Honored: April - June
* 3rd Quarter - May 10th
Period Honored: July - September
* 4th Quarter - September 20th
Period Honored: October - December

Please contact the Office of Human Resources at (301) 687-4106 for additional information. Thank you for your participation and we look forward to receiving your nominations!