



Cornell University

Facilities and Campus Services Employees of the Quarter Nomination Form

The FCS Employees of the Quarter program recognizes three employees or teams each quarter that go “above and beyond” their normal duties to accomplish something exceptional. The FCS Employees of the Quarter should continuously exhibit the IPP organizational values of Truth, Respect, Excellence, Teamwork, and Integrity.

*Please fill in all information. Fields with * are required fields.*

*Nominee: _____

*Nominee’s job title: _____

*Nominee’s Department: _____

Your Name: _____

Your Department: _____

1) Why are you nominating this person or team for the FCS Employees of the Quarter award? Include reasons for nomination, description of employee’s actions that led to the nomination, with as many supporting details as possible. Please also describe how the actions contribute to FCS success and mission. *

2) Describe how the employee’s actions are above and beyond their regular job responsibilities. *

3) How does the nominee(s) demonstrate FCS values listed above? *

4) Are there any other factors that the committee should consider about why the nominee(s) deserves the award?

Feel free to attach additional documents supporting your recommendation of the nominee.

**Return via email to: FCSRRC@cornell.edu or
you can drop off your nomination in the VP FCS mailbox located in Customer Services.**

You may be contacted by a member of the FCS Awards Committee for more information regarding this nomination.

Thank you for taking the time to recognize fellow coworkers and show appreciation for their efforts!