



Cornell University

Facilities and Campus Services (FCS) Employee 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 FCS organizational values of Truth, Respect, Excellence, Teamwork, and Integrity.

*Please fill in all information. Fields with an * 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 and please include 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 the 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.

A member of the FCS Awards Committee may contact you for more information regarding this nomination. If you need assistance, please reach out to a committee member: **Carin Clark, Dan Schied, Dave Brinsko, Ellen Chase, Erik Eshelman, Jim Naylor, John McCarthy, Julie Parsons, Kelley Yeomans, Kristin Gutenberger, Laurie Coffin, Marcia Baker, Michelle Johnson, Steve Devlen, Sue Kern Wilkins Tony McCabe, and Vicki Davis.**

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