



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: [IPPrrc@cornell.edu](mailto:IPPrrc@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: Dan Schied, Donna-Marie Parker, Dustin Darnell, Erik Eshelman, Jean Curran, Julie Parsons, Kristin Gutenberger, Sue Kern Wilkins, Vicki Davis, Laurie Coffin, Michele Johnson and Steve Devlen

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