State of Oklahoma
Department of Central Services
Human Resources

EMPLOYEE OF THE QUARTER NOMINATION FORM

PERC invites you to recognize employees who have made significant contributions to the mission, vision and goals of the Department of Central Services for the Employee of the Quarter Award.

Thank you for taking the time to participate in this program.

NOMINEE: Ezekiel (Last Name) Amber (First Name) _____ (MI)

Department: Finance Division/ Accounts Payable

1. **Service** – Exhibits exceptional ability, proficiency and quality of work: ways the employee has helped you and others. Distinguished service: ways the employee has brought recognition to their department or DCS. Volunteers for and works on special projects, serves on a committee and contributes to its success.
2. **Teamwork** – Promotes team building and workplace harmony: promotes leadership, cooperation, and harmony in work groups; actions that lead to mutual understanding and trust.
3. **Achievement** – Contributes high performance levels to operations such as in procedures, morale or effectiveness; significantly improves a work process or increases the efficiency of a process; performs at a level above and beyond normal job requirements.
4. **Reliability and dependability**: This may include attendance and follow through on projects and deadlines. Promotes a positive image of the Department of Central Services and contributes to a safe, orderly, and professional working environment.

Nominator: _____ (Last Name) _____ (First Name) _____ (MI) _____ (Title)

Department: _____ Date _____

Justification: Amber Ezekiel began as a Galt temporary employee working in Accounts Receivable. Amber was encouraged to apply for a permanent position at DCS because she excelled in every duty she was asked to perform. Amber became a full-time employee in Accounts Payable in October 2003. While transitioning to the CORE PeopleSoft Financial systems, Amber not only learned to operate both the old and new financial systems, she quickly became one of the most knowledgeable persons for these systems. Amber is probably one of the few persons in state government with a broad knowledge of the interrelationships of the new Accounts Payable, Procurement and General Ledger systems. Her work ethic and ability to sort out what is relevant and more importantly, what is not, is exceptional. She has become the "go to" person for many highly visible special projects. When division personnel have questions about invoices or their purchase orders, most often it is Amber they seek out. Amber is always customer oriented and wants very much to please everyone and help them resolve their problem. If Amber has a fault, it is that she sometimes wants to take on too much. All of this would be quite amazing for even a 20-year employee, except that Amber has less than two years experience, with little formal training.

Submit the nomination form to your Division Administrator no later than the last day of the quarter. (i.e. 1st quarter due by March 31st, 2nd quarter due by June 30th, 3rd quarter due by September 30th and 4th quarter due by December 31st.)