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: Howell (Last Name) Theresa (First Name) _____ (MI)

Department: Risk Management Division

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: With the retirement of Jean Fraley, Theresa has filled two positions to assist Risk Management in keeping up with its workload. While successfully filling these two roles, she has maintained her exceptional level of customer service for Risk Management's Fire District Program and was instrumental in enabling the Risk Management team to deliver to the Fire Districts an insurance renewal with savings of over 20%.

In addition, Theresa is assisting in educating Risk Management's new Manager of Administration and Underwriting, a position to which Theresa will report in the future. Always a dependable team player, Theresa volunteers to assist others. Going beyond expectation, Theresa obtained her CPO certification late last year in order to prepare her for future opportunities.

Theresa's attitude and hard work make her a model for others to follow. The Risk Management team elected Theresa as its Employee of the Quarter and is proud to nominate her for DCS's Employee of the Quarter. She deserves the honor.

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.)