



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: Balmer Christina MI  
 Last Name First Name MI

Department: Central Purchasing

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: Buford Rhonda MI Executive Assistant  
 Last Name First Name MI Title

Department: Central Purchasing Date 9/12/05

**Justification:** Tina had leave scheduled for two days in September. When Hurrican Katrina did so much damage to the State of Louisiana many agencies were called in to help them out. Two of the agencies from Oklahoma, the Military Department and the Health Department were called. In order to get things quickly, they needed to order additional P-cards. Tina came in on the 1<sup>st</sup> day and worked the afternoon to get the Military Department taken care of. Tina came in on the 2nd afternoon and waited at least 3 hours for the Health Department to deliver paperwork in order for Tina to do her part with the P-cards. She is always ready to do whatever she needs to do in order to help out state agenices. For Tina to volunteer to come in the office on her scheduled days off is truly going the extra mile.

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, 2<sup>nd</sup> quarter due by June 30th, 3rd quarter due by September 30th and 4th quarter due by December 31st.)