



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: Simpson Wendy _____
 Last Name First Name MI

Department: Human Resources

- 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.
- Teamwork** – Promotes team building and workplace harmony: promotes leadership, cooperation, and harmony in work groups; actions that lead to mutual understanding and trust.
- 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.
- 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: McCoy JoRay _____ Chief Auditor
 Last Name First Name MI Title

Department: Audit Date 01/04/2005

Justification: Wendy is a hard working individual who has went above and beyond her job duties. Willingness to fill in the gaps where there is a need and has assumed responsibilities of recently vacated position to ensure that unit continues to operate smoothly. She is a joy to work with and lightens up my morning each day with a warm greeting.

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.)



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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: White Lisa A _____
 Last Name First Name MI Auditor Title

Department: Audit Date 01.04.2005

Justification: Willingness to fill in the gaps where there is a need and has assumed responsibilities of recently vacated position to ensure that unit continues to operate smoothly.

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