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: Doss (Last Name) Jason (First Name) _____ (MI)

Department: Central Printing/Interagency Mail

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: Central Printing/Interagency Mail Date 3/31/06

Justification: I would like to nominate Jason Doss as the DCS-Employee of the Quarter. Even though Jason is transferring to the Finance division at the end of this month, I felt he deserved recognition for the contributions he made while with Central Printing/IA Mail. I am not alone in appreciating Jason's great work ethic and helpful attitude; he received the majority of the Employee of the Quarter nominations from his peers as well. Here are some of the ways Jason's co-workers describe him;

Very courteous, quick to learn, reliable, always ready to lend a helping hand, friendly, dependable, always early, smiles while doing his job.

Jason is a bright young man who has served his agency, division and customers well, and I feel confident he will continue to do so in his new position.

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.)