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: Howard (Last Name) David (First Name) _____ (MI)

Department: Central Printing

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: Several from Printing (Last Name) _____ (First Name) _____ (MI) _____ (Title)

Department: Central Printing Date 6/16/06

Justification: Central Printing would like to nominate David Howard, Press Operator for CP as Employee of the Quarter. David has worked for CP for ten years, and currently produces most of the full color, complicated printing for Central Printing. This being an election year, CP is responsible for printing the final results of the candidates filing for office to the Election Board. The job order for this book is provided to CP at 10:00 pm the evening after it's deadline. Printing occurs overnight, and the results are due no later than 12 noon the following day. Arrangements had been made for the printing of this book, and David was one of the team members. Two days prior to the printing of the book, David had a death in the family and the sevices were to be held the same day as the printing. David, knowing how important the job was, and knowing how desperate he was needed to meet the critical deaddline, still reported to work at 11pm the same evening of the funeral to fulfill his part. Without David's teamwork, CP would not have been able to meet the deadline. For this type of dedications to a team, CP believes David should be Employee of the Second Quarter.

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.)