



**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: Pham Jimmy T
 Last Name First Name MI

Department: Fleet Management

- 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: Zuniga Terry E Asst. Fleet Manager
 Last Name First Name MI Title

Department: Fleet Management Date 03.22.2006

Justification: Jimmy begins each day with a great attitude. He is pleasant to everyone, fellow employees as well as our customers. He meets every new task with a positive outlook. He has had to learn to navigate Microsoft Access databases, new spreadsheets, and reporting systems. His input helped develop some of those reporting systems. His observant review of the Fuelman reports has assisted FMD in identifying issues that needed to be addressed.

We count on Jimmy. He is in the office, on time, and ready to contribute every day.

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.)