

Oklahoma Department of Corrections EMPLOYEE OF THE YEAR Nomination Form

Nominee: _____ Date: _____

Job Title/Position: _____

Facility/District/Unit/Division: _____

PURPOSE: To express our appreciation to all employees of our agency, the *Employee of the Year* award will be given to a full-time staff member or small work group who has contributed significantly to the Oklahoma Department of Corrections by carrying out the responsibilities of his or her job in an exceptional manner.

CRITERIA: Should include, but is not limited to an employee who demonstrates an attitude of on-going commitment to the agency's mission, and exceptional ability as demonstrated through quality of work, proficiency, initiative, dependability and creativity. The nominee should be team oriented, committed to professional development, and display a positive image, all of which contribute to the success of the agency. The employee should have two years employment with DOC, "meets or exceeds standards" on most recent PMP (within the last 12 months), and no formal discipline within the last two years (see OP-110221, Section II.A. item 1.).

List professional and community activities (identify membership/community service performed, offices held, awards received, etc.) which demonstrate the employee's commitment to the public, other employees and the offenders. Additional information may be attached on a separate sheet.

Describe the work related reasons why you believe this nominated employee should be selected as the agency's *Employee of the Year* (i.e., professional contributions, work ethics, leadership, etc.) Provide detailed examples. For small work group nominations, provide details of the major project and its effect on the agency-wide operations or processes. . Additional information may be attached on a separate sheet.

(Printed Name of Nominator) (Signature) (Facility/District/Unit) (Date)

(Facility/District/Unit Head Signature/Date) (Division Administrator Signature/Date)

NOTE: Upon signature of the division administrator, the form will be forwarded to the chief administrator of Employee Services and set for review by executive staff.