

P - E - A

Professional Employees Association

PROFESSIONAL EMPLOYEE OF THE QUARTER AWARD

Nominees must be employed at USU in a full-time contract position for a minimum of two years and must be a current full-time professional employee. Nominations may be made by faculty, staff, or students. Each employee selected to receive the award will receive a plaque and gift certificate.

Please complete the following:

Date:

Nomination submitted by:

Title:

Contact phone number:

Contact email:

Nominee Name:

Nominee Department:

NOMINEES SHOULD EXCEL IN THE FOLLOWING AREAS:

- Productivity and Quality of Work/Creativity and Innovation**
- Dependability and Reliability**
- Knowledge and Expertise**
- Ability to get along with others – students, faculty, and staff**

In order to make the best possible choice for the award, you will need to complete a letter of recommendation addressing each item listed above, and submit to stephanie.hamblin@usu.edu. You may be contacted by a member of the PEA Committee for additional information. All nominees will be considered for a full fiscal year.

Nominations should be submitted to:

Melanie Ivans
PEA Employee of the Quarter Award
UMC 4100
melanie.ivans@usu.edu