



## City of Oneonta Employee of the Quarter Nomination Form

Because dedication, team work and excellence are important to the City of Oneonta, we wish to recognize those employees who exemplify the City's high standard of service. Please use this form to nominate an employee who you feel deserves recognition. Submissions can be made by sending the completed nomination form to the personnel director. Nominations may be submitted at any time, and winners will be chosen and announced once per quarter.

**Please provide the following information:**

Nominee's Name: \_\_\_\_\_

Nominee's Department: \_\_\_\_\_

How did/does this employee go above and beyond? Please name a recent event or occurrence that made you nominate this employee:

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Three outstanding characteristics of this employee:

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

**Nominated by:**

Your name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_