



ALEXANDER COUNTY

Employee of the Quarter

Nomination Form

The Alexander County Employee of the Quarter Award recognizes employees who exceed standard job expectations, demonstrate exceptional customer service, or achieve significant contributions that benefit the County. Eligibility includes individuals in regular full-time or part-time positions with at least 6 months of continuous employment. Nominations remain active for three consecutive quarters following the original nomination. Former Employees of the Quarter are eligible to be selected once every 12 months. Nominations for the Employee of the Quarter may be submitted by a county employee, county contract workers, citizens, community organizations, and elected or appointed county officials.

All four recipients of the Employee of the Quarter Award each year automatically qualify for the Employee of the Year Award, which is selected by the County Manager in December.

Nominations are due by January 31, May 31, July 31, October 31.

Employee Nominee Information

Name: _____ Employee #: _____

Department: _____

Division: _____

Position: _____

Nominator Information

Name: _____
(Please print)

Phone #: _____ Email Address: _____

Nomination

Please provide clear justifications and relevant examples demonstrating why the nominee should be chosen as Employee of the Quarter, focusing on the criteria of overall work performance, leadership and interpersonal skills, public relations, cost-saving initiatives, safety recommendations, teamwork, and emergency response. An additional page can be attached if needed.

I would like to nominate the employee mentioned above for the following reasons:

Nominator Signature

Nominator's Signature

Date

Thank you for taking the time out of your busy day to nominate an Alexander County Employee.

Forms should be sent to:

**Alexander County Human Resources
621 Liledoun Rd
Taylorsville NC, 28681**

Email: Alexander_HR@alexandercountync.gov

Fax: 828-632-0824

HR ONLY

Date Received: _____

Review Cycle:

1st Quarter

2nd Quarter

3rd Quarter

4th Quarter