

FINANCE DIVISION EMPLOYEE OF THE YEAR AWARD

Selection Criteria:

- (1) The nominee must demonstrate professionalism, dedication, and effectiveness in the performance of responsibilities and the daily interaction with others.

Quality - The employee's work must be accurate, thorough and neat.

Productivity - The employee will be rated on the volume of work that is done efficiently and in a timely manner.

Reliability - Employee can be relied upon regarding task completion and follow-up.

Disposition - The employee should have a positive attitude toward responsibilities, co-workers and customers, with a strong focus on customer service, and serve as a role model for others.

Attendance - The employee must be punctual and maintain an acceptable attendance record.

Initiative - The employee should be willing to accept and carry out additional responsibilities beyond regular job assignments.

Teamwork - The employee should demonstrate the ability to cooperate, work and communicate with co-workers, supervisors, subordinates and the public.

OR

- (2) The nominee shall have originated and successfully implemented an idea that improves a process or service in the Finance Division; or the nominee shall have developed an idea which, when implemented, will benefit the Finance Division and/or the Downstate community.

NOTES:

When filling out the Nomination Form, you may want to consider the following:

1. The nominee's quality of work, productivity, initiative, teamwork, willingness to accept additional assignments, etc.
2. What contributions has this nominee made for the benefit of the Finance Division or Downstate community?
3. How does the nominee support the missions of the Finance Division?
4. The disposition and attitude of the nominee, is he/she friendly with his/her co-workers or customers, etc.
5. Whether the nominee is punctual and reliable.
6. Describe an incident as an example of exceptional good service or to show that the nominee is an exemplary employee.
7. Enclose copies of appreciation notes, memos, praises or special achievement certificates, etc.

**Downstate Medical Center
Finance Division
Employee of the Year Award**

Nomination Form

Date _____

Name of nominee (please print or type) _____

Title _____ Department _____

Briefly describe why the above person should receive the Employee of the Year award (please attach another page where necessary).

We nominate the above candidate for consideration to receive the Finance Division Employee of the Year award. (Nomination must have at least two endorsements.)

Employee Name _____ Signature _____

Title _____ Department _____ Date _____

Employee Name _____ Signature _____

Title _____ Department _____ Date _____

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Supervisor Name \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_