

**UNIVERSITY HOSPITAL OF BROOKLYN'S
EMPLOYEE RECOGNITION PROGRAM
PROCESS**

- _ Staff employed by UHB and in good standing for at least one year are eligible
- _ Nominations may be submitted by any UHB staff member.
- _ Staff may not nominate themselves.
- _ Nominations forms are available on the Downstate website.
- _ Nomination forms will also be available at the following locations:

Chief Executive Officer	Room # A1-341
Nursing Administration	Room # A1-359
Chief Medical Officer	Room # A1-341A
Human Resources Department	151 East 34 th Street
Marketing Department	440 Lenox Rd 1F
Satellite Offices:	Midwood, Lefferts and Throop.

- _ Nomination Forms should be returned to Chief Executive Officer, Box 75 or Room 341A.
- _ Nomination forms will then be reviewed by the Service Excellence Team and recommendations approved by Senior Management.
- _ Nomination forms will be accepted quarterly.

For additional information, please contact Jacqueline Lennon, Director of Marketing, ext. 8993.

Pick up your Employee Recognition Award Nomination Form today!

Employee Nomination forms are accepted on continual basis.