

**IDAHO DEPARTMENT OF CORRECTION
Employee of the Quarter Award Nomination Form**

Nominee's Name (First, MI, Last): _____

Position/Rank: _____

Location: _____

Quarter: 1st (Jan – Mar) 2nd (Apr – Jun) 3rd (Jul – Sep) 4th (Oct – Dec)

Award Criteria

The EOQ award is presented to an employee who has performed above and beyond his normal responsibilities and exemplify:

- Respect for staff, supervisors, offenders, and the public;
- Teamwork and attitude;
- Contributions to the IDOC's mission and goals;
- Interpersonal and communications skills;
- Professionalism; and
- Customer service.

Supporting Information

Describe in more detail why you are nominating the nominee for this award and include contributions the employee made this quarter that go above and beyond his normal work duties. As necessary, attach additional pages (in Word document format with the nominee's and submitter's name clearly identified).

of additional pages attached _____

Submitter's Name

Signature

Date

Manager's (unit head's) Name

Signature

Date