



**BALDWIN COUNTY COMMISSION**  
**EMPLOYEE OF THE QUARTER NOMINATIONS**

Please identify specific examples of how the nominee achieved at least one of the criteria listed below. Use the summary to collect your thoughts; to include any area that is not covered on the form. You may also write a letter of nomination rather than using the separate boxes.

Note: **Submission deadlines are as follows:**

**1st Quarter** - January through March: **deadline is March 24th**

**2nd Quarter** - April through June; **deadline is June 23rd**

**3rd Quarter** - July through September; **deadline is September 22nd**

**4th Quarter** - October through December; **deadline is December 22nd**

**Name of Nominated Employee:**

**Today's Date:**

**Nominated Employee's Department:**

**Nominated Employee's Telephone Number:**

**Name of Nominator(s):**

**Nominator's Department:**

**Nominator's Telephone Number:**

**Work Relationship to Nominated Employee**

1. Significantly improves customer service or increases customer satisfaction.



2. Significantly improves work process or increases implemented procedure efficiency.

3. Takes initiative to reduce organizational barriers through activities such as mentoring, voluntarily assisting coworkers, and participating in cross-functional teams.

4. Works to foster collaboration, communication, and cooperation among peers, management staff and County employees.



5. Performs at a level above and beyond normal job requirements.

6. Summary

The Personnel Department encourages employee participation and welcomes all comments and questions in order to enhance and develop the Employee of the Quarter program. If you would like to share your comments, please email Deidra Hanak [dhanak@baldwincountyal.gov](mailto:dhanak@baldwincountyal.gov).

Submit your Employee of the Month Nomination Form either online or interoffice mail to:

**Deidra Hanak**  
**Personnel Director**  
**Personnel Department**