

Employee of the Quarter Nomination Form (EOQ - NF)

Name of the Nominator: _____

Dept: _____

Rating Parameters (Key Selection Parameters)

Employee of the Quarter rating parameter- For the Quarter ending _____ (Date : __/__/2010)		
Name of Nominee:		Emp ID:
Job Title:		Dept:
Nominee's Supervisor:		Location:
Weightage	Parameters:	Rating (On a scale of 1-5) 5 being excellent(Support with specific examples)
30%	Quality of Work: Shows exceptionally keen interest to maintain the best quality. Constantly turns to high quality output with accuracy and thoroughness, compared to the work of others.	
10%	Punctuality/Attendance: Has been exceptionally regular and punctual.	
25%	Performance: Demonstrates professionalism and enthusiasm in the performance of responsibilities and daily interaction.	
20%	Attitude: Demonstrates a high level of responsiveness to the work/client's present need and increasing expectation.	
15%	Team Work: Always works toward a common organizational goal along with superiors and colleagues. Get along with everybody, often motivating and keeping up the team morale.	
100%	Total	

Explain how this employee exceeds expectations & demonstrates dependability. Include how well he/she interacts with the clients, team lead and peers.

What stands out most to you about this employee?

Give specific examples that support your statements.

Signature: _____

(Nominator)

Date: __/__/2010

Signature: _____

(HR)

Date: __/__/2010
