



Facilities and Business Operations

FBO Employee of the Year Nomination Form

Submission Process

- Supervisor submits nomination form to Manager/Director/AVP for review and approval.
- AVP emails approved nomination forms to the Employee Recognition Committee (ERP) email: fboemplrec@ucf.edu by 5:00 pm on **November 22, 2024**.

NOTE: Please do not notify the nominee of the nomination.

Nominee's Name:

Nominee's Department:

Title:

Supervisor Name:

Nominee's Accomplishments

Describe the nominee's accomplishments for the year for the categories listed below. Please use details and specific examples. Use additional pages if necessary.

1. Excellence in overall job performance "above and beyond expectations".
2. Outstanding interpersonal skills and working relationships.
3. Contributions towards unleashing potential at UCF.
4. Superior Customer Service Skills

Signature of Nominee's Supervisor:

Date: