

Employee of the Year Nomination Form

Submission Process

- Supervisor completes the nomination form and submits to manager or director for initial review.
- If approved, your manager/director will forward the form to your department's AVP or senior leader for final approval.
- Nomination forms should be emailed by your department's senior leader to the Employee Recognition Committee (ERC) email: fboemplrec@ucf.edu by 5:00 pm on **November 3, 2025**.

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

Nominee's Name:

Nominee's Department:

Title:

Supervisor Name:

Nominee's Accomplishments

Please describe the nominee's accomplishments for the year using specific examples. the categories below are areas worth highlighting. 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: