**![H:\logos\Age UK\image[1].jpg]()**

**As of October 2021 this award system is not running**

**EMPLOYEE OF THE QUARTER**

**Nomination Form**

I wish to nominate the following member of staff for the Employee of the Quarter Award:

|  |
| --- |
| **STAFF MEMBER DETAILS** |
| **Name**  |  |
| **Job Title** |  |
| **Department** |  |

|  |
| --- |
| **NOMINATOR DETAILS** |
| **Name** |  |
| **Job Title** |  |
| **Department** |  |
| **Date of Nomination** |  |

Please describe why you are nominating this member of staff for employee of the quarter? What specific actions demonstrate the nominee’s outstanding ability and performance in their job? (*Space is provided overleaf for your comments).*

**Criteria for nomination include:**

* Outstanding dedication, competence, conscientious performance, excellent customer service, or ingenuity.
* Must have had, or is having, a significant impact on their Department.
* Contributed to and demonstrated a commitment to the core values and goals of Age UK North Tyneside.
* Significantly improved customer service, satisfaction or experience.
* Significantly improved a work process or system, or has significantly increased the efficiency of an operation, department or team.
* Performed at a level above and beyond normal job role
* “Gone that extra mile” to assist a colleague or a customer
* Improved staff retention
* Improved engagement of customers and/or employees within their Department

I wish to nominate the following member of staff for employee of the quarter Award because:

**Things to consider along with the criteria for nomination are:**

* Describe the employees accomplishments/contributions that were above and beyond the normal expectations of the role
* Explain how the employee provided outstanding customer service e.g. served as a role model, enhanced the reputation of the department, service or organisation, and contributed to a positive working environment
* Describe the employees recent achievements that positively impacted on the organisations e.g. demonstrated innovation, contributed to strategic objectives, impacted on service quality processes

Continue on a separate sheet if required

**Finally list three outstanding characteristics of this employee**

1.

2.

3.

**Please return the completed nomination form to:**

**Angela Dawson, Head of Corporate Support,**

**Age UK North Tyneside**

**Bradbury Centre**

**13 Saville Street West**

**North Shields**

**NE29 6QP**

**Or by email to:** **angela.dawson@ageuknorthtyneside.org.uk**

**Deadline: 30 June 2020**

**Please return the completed nomination form to:**

**Angela Dawson, Head of Corporate Support,**

**Age UK North Tyneside, Bradbury Centre, 13 Saville Street West, North Shields, NE29 6QP**

**Or by email to:** **angela.dawson@ageuknorthtyneside.org.uk**