

**CFO/ASA**  
**Employee of the Year Nomination Form**

**Nominee Information:**

Name:

Position Title:

Pay Plan, Series, Grade:

Organizational Location:

Period of Performance:

☐ As the nominator, I certify, through checking the box to the left of this statement, that the nominee listed has a minimum current rating record of Level 3 or higher or Eligible (CAPS).

**Category:**

\_\_\_ Management/Supervisory

\_\_\_ Professional/Administrative

\_\_\_ Technician/Clerical/Support Services

**I. Script Text (150 Characters)**

**II. Summary of Accomplishment (600 Characters)**

Use this section to succinctly summarize the accomplishment. The first sentence should describe what the employee is being recognized for. For example, "Mr. Smith is honored for....." The body of the paragraph should detail the results; the final sentence should describe the overall importance of the accomplishment.

### **III. Justification**

**IV. Describe how this accomplishment exceeds the performance expectations of the individual(s) or the organization(s).** *(Character limits which include spaces and punctuation, are noted below.)*

This critical question will be used by the CFO/ASA Office Directors to determine whether this accomplishment is worthy of being recognized with an Employee of the Year Award. Please note that merely meeting job expectations is not necessarily a basis for an award nomination. The nominator must demonstrate, in concrete terms, how the accomplishment is exceptional and substantially exceeds the nominee's job or the organization's role. Please describe the accomplishment in straightforward terms and refrain from using superlatives (i.e., outstanding, world-class) or repeating the script citation.

**14a.** Describe the usual/assigned work duties or role of the nominated individual(s). (Do not repeat position titles - *Limit of 120 characters*)

**14b.** Describe the accomplishment. (Do not repeat the citation text - *Limit of 200 characters.*)

**14c.** Describe how the nominee(s) contribution to the accomplishment (described in 14b.) substantially exceeds typical assigned duties (described in 14a). (Limit of 300 characters)

\_\_\_\_\_  
Office Director Signature

\_\_\_\_\_  
Date