

**It's easy!**



## **USPS Employee of the Month Nomination and Letter of Support**

### **General Information and Instructions**

#### General Information

Who can be nominated for the USPS Employee of the Month award?

- Any USPS employee who has at least two years of USPS service and whose job performance is satisfactory or above.
- Any USPS employee who has not received this award in the past three years.

**(The above criteria will be verified by HR.)**

Who can nominate an employee for this award?

- Anyone with UCF affiliation can nominate a deserving candidate. UCF affiliation refers to a fellow employee, student, parent of a student, or someone who conducts business with the university.

#### Instructions

The individual wishing to nominate any employee for this award will complete a nomination packet and submit in its entirety to Human Resources, at OD & Training, Zip +4: 2912.

The nomination packet will include only the following:

- Nomination Letter Form as completed by the individual doing the nominating.
- One and only one Support Letter Form as completed by another person who will endorse the nomination.

PLEASE NOTE: The EOM Committee (comprised of USPS, A&P, and Faculty employees) will only have the information in these letters upon which to make their selection. The letters should be descriptive. For example:

Instead of:

- Mary is very dependable.

A better example would be:

- Mary spent additional time beyond her normal job duties, during the first few weeks of the semester, to ensure student and staff needs were met during Orientation. Without her extraordinary efforts, the Orientation would not have been as successful. Several parents emailed our office with positive feedback regarding the great job that she had performed during that time period.

***Please limit your written portion to a page.***

No additional supporting documents are necessary to download or send.

Each complete Nomination Packet will remain in the Employee of the Month pool for one year. After one year if the nominee is not chosen for Employee of the Month, the Nominator may resubmit the packet.

**USPS Employee of the Month  
Nomination Letter Form**

**Instructions:**

- 1) Print or type responses and provide specific examples.
- 2) Upon completion, return **nomination letter form and one and only one letter of support form from another supporter**. Send this to Human Resources, OD&T, Zip+4: 2912 in an envelope marked confidential.

Nominee/Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_

Nominee's supervisor/manager: \_\_\_\_\_

Supervisor/Manager telephone: \_\_\_\_\_

Supervisor/Manager e-mail \_\_\_\_\_

College or Division: \_\_\_\_\_

Department: \_\_\_\_\_

Your Name: \_\_\_\_\_

Affiliation with UCF: \_\_\_\_\_

Your Phone Number: \_\_\_\_\_

Your Email address: \_\_\_\_\_

**You may use the space below or submit a one page with letter citing specific reasons/examples why the nominee should be recognized as Employee of the Month.**

Why should this employee be “Employee of the Month”?

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What special action(s) did this employee demonstrate that prompted your nomination/support?

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How has this employee shown a commitment to UCF’s mission, vision, values, and goals?

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**Thank you for completing the Employee of the Month Nomination Letter form!**  
**Send this completed form along with one completed Letter of Support Form *(at the same time)* in a sealed envelope marked “Confidential” to HR-OD & Training Zip+4: 2912. Questions? Call HR OD & Training 407-823-0440 or email [OD&Training@ucf.edu](mailto:OD&Training@ucf.edu)**

**USPS Employee of the Month  
Letter of Support Form**

**Instructions:**

- 1) Print or type responses and provide specific examples.
- 2) Upon completion, return form, in an envelope marked confidential, to the nominator who recommended the employee.

Nominee/Employee Name: \_\_\_\_\_  
Your Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Your Phone Number: \_\_\_\_\_  
Your Email address: \_\_\_\_\_

**Please use the space below or attach up to one page with specific reasons/examples the nominee should be recognized as Employee of the Month.**

Why should this employee be “Employee of the Month”?

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What special action(s) did this employee demonstrate that prompted your nomination/support?

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How has this employee shown a commitment to UCF's mission, vision, values, and goals?

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**Thank you for completing the Employee of the Month  
Letter of Support form!**

***Please send this completed form to the nominator that requested that you support their nominee. It is the nominator's responsibility to include this letter as part of the nomination packet to HR.***

**Questions to HR OD& Training: 407-823-0440 [od&training@ucf.edu](mailto:od&training@ucf.edu)**