**EMPLOYEE OF THE QUARTER NOMINATION FORM**

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| ***Instructions:***  The purpose of this award is to recognize employees who have served in TCG subsidiaries by demonstrating outstanding service/efforts through his/her work and exhibiting a positive and supportive attitude. Candidates will be selected on, but not limited to, the criteria listed below. This form can be submitted by the employee or any of his /her colleagues. The following steps have to be followed for filling up the form:   1. Access the form from the storage center at the following path: Storage Centre\CBS TEMPLATES PROD\HR\Forms\For Use by Staff 2. Complete this form and attach the evidence when and if possible against each claimed criteria respectively. 3. Then email to HR Department at [archana.mukunthan@cbs-uae.ae](mailto:archana.mukunthan@cbs-uae.ae)   **Note:**   * Incomplete nominations will not be considered * The Employee of the quarter committee shall make final decision to award single nominee and the decision shall be final. |

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| **CLAIMER DETAILS** | | | |
| **Employee Name** |  | **Job Title** |  |
| **Dept. Name** |  | **Line Manager** |  |
| **Date of Joining** |  | **Subsidiary** |  |

| **CRITERIA** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
|  | | 1 Unsatisfactory | 2  Needs Development | 3  Meet Expectations | 4  Exceeds Expectations | 5  Exceptional |
|  | Knowledge sharing |  |  |  |  |  |
|  | Initiatives |  |  |  |  |  |
|  | CSR & Team Bonding programs |  |  |  |  |  |
|  | Performance |  |  |  |  |  |
|  | Attendance |  |  |  |  |  |
| **TOTAL** (out of 25) | |  | | | | |

| **JUSTIFICATION** (Please justify/describe an event and/or outcome(s) that shows how you meets the “Exceptional “criteria). |
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| **SUPPORTING EVIDENCE** | |
| --- | --- |
| System report | Image/Photo |
| Video | General communication (E-mail, written, WhatsApp, skype…etc.) |

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| **ACKNOWLEDGEMENT** | | |
| **Employee Name** | **Date** (DD.MM.YYYY) | **Signature** |
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| **REMARKS/COMMENTS** | | |
| **HR Specialist** | Comply | Winner |
| **HR Comments** |  | |
| **Committee** | Comply | Winner |
| **Committee Comments** |  | |

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| **APPROVALS & SIGNOFF** | | | | |
|  | **Full Name** | **Designation** | **Date** | **Signature** |
| **HR** |  |  |  |  |
| **GMD** |  |  |  |  |