

USPS Employee of the Month Nomination

General Information & Process

Thank you for choosing to nominate an employee for the USPS Employee of the Month

General Information

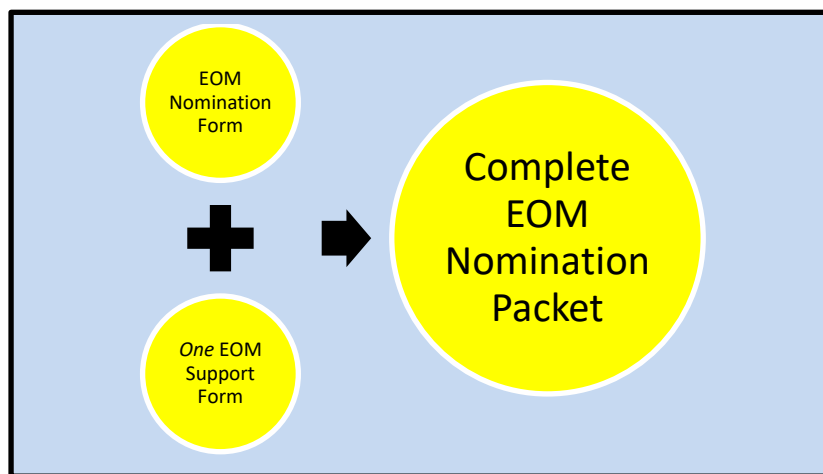
Who can be nominated for the USPS Employee of the Month award?

- 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.

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.

Process



USPS EOM Package

Each EOM nomination packet requires the submission of two forms.

- EOM **Nominator Form** is available in hard copy nominator form [here](#) and electronic submission [here](#)
- EOM **Supporter Form** [here](#)

Contact your supporter early and provide them with the Supporter form link so they have enough time to complete the form in its entirety. The Nominator is responsible for submitting the Supporter Form either uploaded with the electronic submission or mailed in a sealed envelope to Human Resources: Attn: USPS Employee of the Month marked “CONFIDENTIAL” prior to the monthly [deadline](#).

Failure to submit both forms will result in an *incomplete* nomination packet and will cause a delay in the process.

HAVE QUESTIONS? Contact Human Resources

phone: 407-823-2771 email: askhr@ucf.edu



Human Resources

UNIVERSITY OF CENTRAL FLORIDA