



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™

**Quality Service Awards  
Nomination Form**

Nominee: Job Title: Department:  
Nominee's Supervisor: Mail Stop:  
Nominator: Department: Mail Stop:  
Phone: E-mail address:

**Basic Criteria:** SERVICE*plus* attendance, two year's benefits eligible staff, and positive performance evaluation must be met (please refer to OP 70.50, General Policy). For team nominations, **all** members of a team must meet award criteria to be considered.

**Instructions:** The nomination should be no more than 500 typed words, single-spaced, 12 pt. font. The selection committee will not accept supplemental materials. Nominations should be concise and explain how the performance of this employee is beyond the expectations of his/her position. Nominators are encouraged to ask questions and seek assistance in preparing their nomination.

**Quality Service Award**

1. How does the nominee consistently demonstrate a customer-oriented, flexible, and responsible focus when accomplishing his/her work? (50% of score)
  
2. How does the nominee go above the call of duty in responding to the needs of the customer? (50% of score)

*For each question, list one example of specific behavior or activity that demonstrates how these criteria have been met and to what degree. (Smiling and being nice are basic expectations – what does this person do that is extraordinary? If an employee is required to make after-hours responses to customers as part of his/her job duties, it is not considered going above the call of duty.)*

**Nominations must be submitted no later than Friday, February 29, 2008 to the following campus locations:**

**TTUHSC at Amarillo (including Dallas SOP):** Michael Hooten, Administration, Fax 806.354.5591, e-mail [Michael.hooten@ttuhsc.edu](mailto:Michael.hooten@ttuhsc.edu)

**TTUHSC at El Paso:** Rebecca Salcido, Human Resources, Fax 915.545.6413, e-mail: [rebecca.salcido@ttuhsc.edu](mailto:rebecca.salcido@ttuhsc.edu)

**TTUHSC at Lubbock:** Darcy Pollock, HSC Relations, Fax 806.743.4453, e-mail [darcy.pollock@ttuhsc.edu](mailto:darcy.pollock@ttuhsc.edu)

**TTUHSC at Permian Basin:** Gladys Olivas, SOM Administration, Fax 432.335.5104, e-mail [gladys.olivas@ttuhsc.edu](mailto:gladys.olivas@ttuhsc.edu)