



Employee Highlight Award Program

Employee Highlight Award Nomination Form

Nominee's Name:	
Job Title:	
Manager's Name:	

Explain how this employee exceeds expectations & demonstrates dependability. Include as much specific information as possible:

Describe the employee's recent achievement(s) that positively impacted the department or Company (i.e., exhibited innovation which had an impact, contributed to established goals, etc.).

Three outstanding characteristics of this employee:
1.
2.
3.

After completion, please submit to BU Lead.