



Supervisor of the Quarter

Recognition

Nominations for Supervisor of the Quarter will be based on the quarterly cycles listed below. The nomination package must contain accomplishments within that quarter. This program is designed to recognize supervisors below the Office Director level.

Quarter	Nomination Due Date
January - March	March 25
April - June	June 25
July - September	September 25
October - December	December 22

Criteria

Nominations must be submitted on the “Supervisor of the Quarter Nomination Form” located at <https://www.msema.org/mema-newsletters/> no later than the deadline listed above. Selection for Supervisor of the Quarter will be based on two primary criteria: duty performance and professionalism.

Duty performance: Nominations should capture notable duty performance and job achievements along with results. There is adequate space on the nomination form to describe duty performance for the reporting period. There is no right or wrong format. Maximize the space to give a full picture of their outstanding performance.

Example: Jane Doe is an exception leader. In the past quarter, under her leadership, her team provided The result of their efforts ensured that the local population received \$250,000

Professionalism: Nominations should capture the nominee’s initiative, attitude, diligence, dependability, and devotion to the team.

Selection Committee

The Deputy Director will convene a selection panel comprised of Office Directors and equivalent. The panel will review the nomination packages and score accordingly. In the event of a tie, the Deputy Director will break the tie.

Incentives

- Certificate and photo in the MEMA Newsletter
- Photo placed on the recognition board at the SEOC
- Designated Parking Space at the SEOC



Supervisor of the Quarter Nomination Form

Nominee's Name: _____ Office/Department: _____

Describe the supervisor's duty performance, notable achievements, and results for the reporting period (30 points):

Describe the supervisor's professionalism, initiative, attitude, diligence, dependability, and devotion to the team (10 points):