



Employee of the Quarter Program

PURPOSE

The purpose of the Employee of the Quarter Program (EQP) is to recognize employees who have served SoBran, Inc. in an exceptional manner by exemplifying outstanding service through his or her work and exhibiting a positive and supportive attitude.

CRITERIA TO BE CONSIDERED

The nominee must be a full-time or part-time non-management employee with one (1) year of service.

Attitude and Commitment

- Demonstrates good customer service skills
- Consistently dependable and is punctual in reporting to work
- Serves as a role model to others
- Goes beyond the requirements of the job

People Skills

- Displays a helpful, cooperative, and positive attitude towards client, superiors, and co-workers
- Consistently friendly and available to others
- Voluntarily assists co-workers to complete tasks

Work Performance

- Knowledgeable of SoBran's policies and procedures
- Accurately completes work assignments on time
- Takes initiative
- Willingness to learn and take on new responsibilities

Personal Traits

- Represents SoBran in a professional manner
- Conscientious, honest, hard-working
- Integrity, on and off the job

Nominees will be judged on a point system. Each criteria standard has a point value (as denoted above).

Any employee or manager can nominate a non-management employee simply by filling out and submitting a nomination form. Forms will be available via program or project manager or SoBran website and should be submitted to eqp@sobran-inc.com, or simply placed in the marked box at your work site.

Nomination forms will be due by:

- 1st Quarter (January-March) – Nomination form due by close of business (COB) 1st week of April
- 2nd Quarter (April-June) – Nomination form due by COB 1st week of July
- 3rd Quarter (July-September) – Nomination form due by COB 1st week of October
- 4th Quarter (October-December) Nomination form due by COB 1st week of January

Nominators should keep in mind the judging criteria offered for consideration and write the nomination accordingly. When asked why a co-worker is deserving of the award, elaborate on your response (give specific examples). Using your descriptions, draw a picture for the judges of the perfect SoBran employee. Attempt to reveal in words how your co-worker met each of the criteria.

Nominations should be based on performance during the quarter for which the award is to be given.

At the end of each quarter, the SoBran EQP Selection Committee (Allyson Meyer, Adam Oliver, Marsha Loll, and RaShae Cook) will meet to review all the nomination submissions. Each nomination will be graded according to the previously stated criteria and the points tallied to determine the nominee's overall score. The highest scoring nominee will be considered for the award. Once this is determined, we will verify with the candidate's supervisor that the employee is not under any disciplinary action that would cause him or her to be ineligible for the award. The final EQP selection will be made by SoBran's President and Owner Amos-Leon' Otis, as well as CEO Will Hobbs.

Once the selection has been finalized, the Committee will announce the winner and present a certificate signed by Mr. Otis, a \$250.00 Visa Card, and one paid day off.

The selected employee of the quarter will be recognized on SoBran's website.

Those employees nominated but were not chosen will receive notification from the Committee that they were nominated. The nomination ballot will be attached to the notification.

An employee may be designated as employee of the quarter only once during a calendar year.

An employee can only nominate one employee per quarter.