



Team Member Spotlight Nomination Form

Purpose: The purpose of the Team Member Spotlight Program is to recognize team members who have served AAON in an exceptional manner by exemplifying outstanding service through his or her work and exhibiting a positive and supportive attitude.

Process: Complete this form and submit to your facilities HR department (Tulsa : Jaime Brame, Longview : Elisa Flores, Parkville : Lena Hogan). All nominations forms must be submitted by the 3rd Friday of each month for that month's recognition.

Nominee Name: _____ Employee #: _____

Date: _____

Table with 4 columns: Unknown, Some Days, Most Days, Every Day. Rows include categories: Safety, Quality, Performance, Attitude, Character (result of attitude, integrity, and work ethic), Integrity.

Summarize why this Team Member is recommended. Please give examples to demonstrate the outstanding service listed above. (Required)

Nominator Name: _____ Nominator ID#: _____