



COUGAR SHOUT OUT!

A CAMPUS KUDOS REPORT

I witnessed _____
(Employee Name)

on/at _____
(Date/ Event)

Being a **team player**

Being a **creative problem solver**

Going **above and beyond**

Other: _____

Comments:

Reported by: _____

Today's date: _____



FOR EMPLOYEES ONLY

If you see an employee doing something for which they should get recognized, give them a Cougar Shout Out! Just follow these steps:

1. Download and complete this form. Be sure to add the employee's name.
2. Submit form to HR

Each quarter one employee from each employee association group

*(PTF, FTF, Classified, Admin/Conf, non-represented) will be:

- Recognized in FYI Monthly
- Receive a certificate of recognition with a copy placed in their personnel file
- Have their picture taken and posted outside the HR office
- Recognized at an annual event

*OFFICIAL USE ONLY:

Classified

FT Faculty

PT Faculty

Admin/Conf

Non-represented