

Employee Engagement Team - Member Application

Office of Administrative Services

EMPLOYEE INFORMATION:

Name (Last, First):

Employee ID:

Department:

Email:

The Employee Engagement Team (EET) is a dedicated group of employees from across the Office of Administrative Services (OAS). The purpose of the EET is to foster a positive workplace culture by focusing on areas like employee recognition and employee communication. The EET members are advocates for their fellow employees and are passionate about ensuring OAS is a great place to work.

Some of the key responsibilities of the EET include meeting with OAS employees to provide opportunities for employee feedback, organizing team-building activities and events, leading recognition and reward programs, understanding training and professional development needs expressed by employees and advocating for those programs, promoting open communication, and interacting with the OAS leadership team on EET initiatives. The EET serves as a connection between employees and upper leadership.

Members of the Employee Engagement Team take on these duties in addition to their primary job role. Members are provided a small stipend during their service on this team. Members of the EET will gain skills and experience that will contribute to their own personal and professional growth.

Candidates should possess strong communication and organizational skills and be passionate about making OAS a great place to work. Important personal qualities for team members include enthusiasm, empathy, creativity, adaptability, and leadership. These qualities are crucial for building a positive work culture and effectively engaging with employees.

APPLICATION:

1) Why are you interested in joining the Employee Engagement Team?

2) In your opinion, what are some key things that contribute to a great workplace?

3) What skills and/or experience do you have that make you a standout candidate for the EET?

EMPLOYEE CERTIFICATION: By submitting this application, I acknowledge that, if selected, I am committing to actively participate in the Employee Engagement Team for a term of two years. I understand the importance of continuity and long-term dedication in driving sustainable employee engagement initiatives within the organization. I am aware that active participation includes attending a weekly one-and-a-half-hour meeting and committing any additional time that may be needed for events, departmental visits, and other team activities.

Employee Name

Employee Signature

Date

SUPERVISOR CERTIFICATION: As the Supervisor of the employee named above, I certify that I have reviewed this application and hereby approve their participation if they are selected to be a member of the Employee Engagement Team.

Supervisor Name

Supervisor Signature

Date

Please email completed form to OASEngagement@usf.edu