

Revised: January 2015

Reviewed: May 26, 2016
Revised: June 16, 2020

Reviewed: October 5, 2022

**Employee Suggestion Form**

**Employee Name:** Click here to enter text. **Title/Position:** Click here to enter text.

**College/Dept/Area:** Click here to enter text. **Date of Suggestion:** Click here to enter text.

*Provide a concise description of your suggestion, including:*

* *A statement of the problem or area for improvement;*
* *The specific proposed solution for the problem or area; and*
* *The likely costs and benefits.*

*In addition to completing and submitting this form, submit additional pages and relevant supporting documentation as needed. For additional information, refer to the* ***Employee Suggestion Program.***

**Description of Suggestion:** Click here to enter text.

**Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please submit suggestion directly to the supervisor of the department for which the suggestion applies. The supervisor will be responsible for evaluating the suggestion.**

**Suggestion is being forwarded to:** Click here to enter text.

***To be completed by Human Resources:***

**Employee has been notified of receipt of suggestion:** [ ]  **Yes** [ ]  **No**

*This should be done when suggestion is received.*

**Suggestion meets eligibility requirements:** [ ]  **Yes** [ ]  **No**

*If no, please send a copy of this form along with an explanation to the employee who made the suggestion.*

**If suggestion meets eligibility requirements as stated in the *Employee Suggestion Program,* located in the Policy Library, Human Resources has completed an *Employee Suggestion Evaluation Form*:** [ ]  **Yes** [ ]  **No**

(*This form is found on the Human Resources webpage and in the Policy Library)*

**Employee Suggestion forwarded to the University President for final approval.** [ ]  **Yes** [ ]  **No**

If suggestion is not approved, Human Resources will send a copy of the completed evaluation form and a copy of this form to the employee.