



## EMPLOYEE OF THE MONTH NOMINATION FORM

Use this form to nominate an individual for recognition as Employee of the Month. Multiple persons may collaborate on a nomination. Any letters or memoranda attesting to the nomination may be attached to this form. All nominations are treated confidentially until potentially selected as Employee of the Month. However, excerpts from nomination forms or attachments may be published for persons selected as Employee of the Month. A selection committee reviews submitted nominations monthly. Nominations remain under consideration for three months. Completed nomination forms should be sent to Human Resources. Please type or print clearly all information except for signatures.

Date of this nomination:
Name of employee nominated:
Employee's department:
Employee's job title:
Number of hours worked per week by employee:
Has the employee had written or verbal reprimands within the last 6 months?:    Yes                      No
Amount of employee's seniority (years/months) (if known):
Basis of nomination: (Nominations for Employee of the Month are typically based on the exemplifying of the mission of the COS and the five values listed in the EOM Program Guidelines. Please list which value the employee exemplifies?):
<b>On a separate page</b> , the nominator is asked to describe in detail why the above employee should be Employee of the Month. Elaborate on any incidents, contributions, and accomplishments offered as a basis for nomination.
Printed name(s) of nominator(s):
Signature(s) of nominator(s):
Department(s) of nominator(s):