

Division of Comparative Medicine

Employee of the Month

Judging Criteria

Eligibility

Any DCM Employee (except Division Director and faculty) who has had no disciplinary action taken in the previous six months, including no pay docks or unexplained/unexcused absences.

Nominations

- All nominations are confidential.
- Any employee supervisor level or above may make a nomination.
- Nominations by research faculty/staff (customers) have highest value.

Judging Criteria

- Employee has good attendance, including being in the work area and working when he/she should be, notifying supervisor and/or manager when he/she must be absent, and scheduling of vacation time in advance.
- Employee performs quality work, including adherence to SOPs and other procedures for his/her area, following directions from supervisors, managers, veterinary technicians.
- Employee is not afraid to ask questions, shows initiative, and is self-motivating.
- Employee shows respect for his/her own self, co-workers, supervisors, managers, researchers, and the animals.
- Employee is part of the team: Helps others when finished with his/her own work.
- Employee helps create a positive work environment.
- Employee helps maintain a safe work environment.
- Employee is respectful, polite, and pleasant to be around.
- Employee is available and willing to help.
- Employee is willing to learn.
- Employee directs questions to the proper person (i.e., health questions to vet tech or vet staff; facility questions to floor supervisor or manager).

Questions regarding this program may be directed to the DCM office at 362-3700.

This program was created to encourage DCM employees to provide exceptional service to the Washington University Research Community. The award is designed to reward those whose impact is the greatest.