

Employee of the Month Nomination Form - Sample #1

Employee of the Month Nomination Form

Eligibility: All regular full-time and part-time staff employees who have completed six (6) months of service, and employee record is without any current disciplinary issues.

Please provide **specific examples and stories** of how this employee is a role model for others and demonstrates extraordinary customer service by exemplifying the values of our company.

The Human Resources Department or Store Management is responsible for the coordination of the Employee of the Month program and will receive all nominations. Nomination Forms will be received on an on-going basis and will **remain active for six months** from the date of receipt. The annual **Employee of the Year** award will be chosen from Employee of the Month awardees.

ATTITUDE OF COMPASSION

Describe an observation of this employee demonstrating positive professional behavior. Every interaction is an opportunity to provide compassionate care:

RESPONSIVENESS

Describe an observation of this employee providing quick responsiveness to a customers need:

DELIVERS EXTRAORDINARY SERVICE

Give an example where this individual displayed extraordinary service or upheld our service standards:

PRIVACY/INTEGRITY

Describe an observation of this employee demonstrating an atmosphere of trust by protecting the privacy of others:

TEAMWORK

Describe an observation of this employee demonstrating positive communication delivered with courtesy, clarity and care that created understanding:

Submitted by: _____

Position: _____

Department: _____

Phone: _____

Email: _____