

Employee of the Month Nomination Form

The RSIC - EOM will be selected by an independent EOM Selection Sub-Committee. All names and department information will be redacted from the ballot forms prior to the selection process. The Employee of the Month will receive winner with a Employee of the Month Certificate, photo and recognition in the RSIC Camp News, and a \$100.00 Gift Card. Please submit your nominations in a sealed envelope to the Human Resources Department. Deadline for nominations is the fifth of the subsequent month for which the employee is being nominated.

Nominee: _____

Department: _____ Date of Hire (H.R. use only) _____

Job Title: _____

Tell us how this employee excels at their job duties on a daily basis.

What makes this employee stand out from the rest of your department?

Explain this employee's interpersonal skills and attitude toward employees, community members, clients, customers and others who come to RSIC.

Nominators should keep in mind the judging criteria and write the nomination accordingly. When answering the questions why an employee is deserving of the award, elaborate on your response; give specific examples; using your descriptions, draw a picture for the judges of the perfect RSIC employee. Attempt to reveal in words how your co-worker met each of the criteria listed below.

Attitude and Commitment

- Dedicated to fulfilling job responsibilities
- Demonstrates good employee relation/customer service skills
- Consistently dependable and is punctual in reporting to work
- Serves as a role model to others
- Goes above and beyond the requirements of the job

Interpersonal Skills

- Displays a helpful, cooperative and positive attitude towards superiors and co-workers
- Consistently friendly and available to others
- Uses effective listening skills
- Has a team player attitude
- Voluntarily assists co-workers in order to complete important department projects

Work Performance

- Knowledgeable of RSIC policy and procedure
- High overall quality of performance
- Accurately completes work assignments on time
- Controls high stress situations tactfully and calmly
- Takes initiative
- Requires little supervision
- Willingness to learn and take on new responsibilities
- Ability to train others and gladly willing to do so

Personal Traits

- Maintains an appropriate and neat personal appearance and dress
- Professional demeanor
- Conscientious, honest, hard-working
- Integrity, on and off the job