

# 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.**

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

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

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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