

# Employee of the Month Nomination Form



It is required that when you nominate an employee you give your name on the form. We will send the winner's nomination form out in the newsletter with the announcement of the winner, however the person who nominates is always kept anonymous.

Please give a brief detailed description of why you think this employee deserves to be Employee of the Month! Well done is better than well said, show us how they've proven that. (May use separate page if more room is needed)

**Date:** \_\_\_\_\_

**Nominated Employee/Dept/Title:** \_\_\_\_\_

**Nominated by/Dept/Title:** \_\_\_\_\_

Please check at least one box:

Exemplary Performance

Superior Accomplishment

Customer Service Oriented

Consistent Professionalism

Effective Leadership

Individual Initiative

Dependability

Innovative Solutions

Other (explain below)

Teaching, Training, and Mentoring Employees

Please give a description of why your nominee deserves to be employee of the month:

Date Received	Month Awarded	Date Archived