



Employee of the Month Nomination Form

For the month of _____, 2006-2007

I nominate:

Name: _____ Ext: _____

Dept: _____ Email: _____

Nomination submitted by:

Name: _____ Ext: _____

Please write clearly or type the form so it can be easily read. Briefly describe how the candidate meets the following criteria:

1. Displays leadership abilities and professionalism in conducting the particulars of work-related responsibilities:

2. Demonstrates excellent customer service and interpersonal skills:

3. Is involved in academic or community related project(s):

4. Exhibits the College's institutional values: accountability, civility, community, compassion, honesty, integrity, respect, spirituality and trust:

5. Has made a positive impact on the College:

In 25 words or less, why should this nominee be selected as Employee of the Month?

Return completed form to the Office of Human Resources. Those forms received by the 20th of the month will be considered for the following month's recognition (e.g., a nomination in by 10/20 will be considered for November's award.)