



**EMPLOYEE OF THE MONTH NOMINATION FORM**

Name of Nominee: \_\_\_\_\_ EMPLID: \_\_\_\_\_

Job Title/Dept: \_\_\_\_\_ Month/Year \_\_\_\_\_

Please check the appropriate area for which you are nominating the employee and provide specific details of the accomplishments, outstanding customer service, or achievements that you are recognizing. **These activities must have occurred within the last 60 days.**

Timeframe Activities Occurred: \_\_\_\_\_

**1** Describe the employee's accomplishments/contributions that were above and beyond the normal duties expected of the position. Include as much specific information as possible:

**2** Explain how the employee provided outstanding customer service (i.e. served as a role model and/or enhanced the reputation of the department/institution, contributed to a positive work environment by supporting the University Standards of Service, etc).

**3** Describe the employee's recent achievement(s) that positively impacted the department or institution (i.e., exhibited innovation which had an impact on priorities, contributed to established goals, promoted cost-conscious or cost-cutting measures, etc.).

Nominated by \_\_\_\_\_ Date \_\_\_\_\_

Unit Head \_\_\_\_\_ Date \_\_\_\_\_

I certify that within the 6 months prior to this nomination, the employee has had no formal corrective actions.