



Employee Of The Month Nomination Form

The Employee Recognition Focus Team (ERFT) is implementing the Employee of the Month, Quarter and Year Award Program. Please take the time to nominate someone who consistently demonstrates the following:

- ❖ **Teamwork** – Encourages and facilitates cooperation, pride, trust and group identity; works well with others.
 - ❖ **Customer Service** – Works and communicates with the general public, internal or external customers to provide information and quality services.
 - ❖ **Organizational Commitment** – Displays high level of effort and commitment to performing work; operates effectively within the organizational structure, demonstrates trustworthiness and responsible behavior.
- The Unit Manager must sign off all nominations.
 - Submit to Unit Panel for selection of Employee of the Month

Nomination: _____ Nominated By: _____

I Have Nominated This Individual Because (Please describe nominee's Teamwork, Customer Service and Organizational Commitment):

Unit Director /Unit Manager Signature

