



EMPLOYEE OF THE MONTH NOMINATION FORM

I / We nominate _____ (name of employee)

Please indicate the criteria related to your nomination:

- Quality of Work
- Integrity
- Teamwork
- Leadership

Explanation/reasons for why I/we feel this employee should be recognized. Please be specific.

Nominator's Name (Please Print)

Program/ Department

Nominator's Signature

Date

The back of this form will provide examples of ways to recognize and thank coworkers for their kindness and effort and include criteria.

Examples of ways to recognize and thank coworkers for their kindness and effort and include criteria such as:

Quality of work: employee consistently demonstrates his/her commitment towards excellence in client care/ services delivered.

Integrity: employee has demonstrated a strong work ethic in their day to day work activities. The employee has proven to be reliable, honest, trustworthy, and positive.

- Initiative – picking up extra shifts, assisting with after hours
- Client advocacy – advocate for client needs
- Thoroughness – taking extra care to complete all tasks and document appropriately

Team work: employee demonstrates ability to work as a productive team member. The employee establishes rapport and collaborates effectively with all members of their team and communicates in a manner that motivates and inspires others by showing care, respect, a positive attitude, and active listening skills and being considerate of the feelings, concerns, and experiences of others.

Leadership: may involve a suggestion or action that improves an established process, improves service to clients and/ or customers (both internal and external).