





**Employee of the Month**  
**Nomination Form**

Full name of employee to be nominated: \_\_\_\_\_

Department: \_\_\_\_\_

Nominations should be based on the components outlined above. Specific examples are encouraged and should focus on how s/he demonstrated excellence in the performance of his/her job duties.

Nomination narrative (attach additional pages if necessary):

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Your full name: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

1. Nominations are due on the first day of the month.
2. Employees may be nominated one or more times, and are eligible to receive the award more than once, if at least 2 years have passed since their previous award.
3. Accepted nominations will remain on file for one year from the month that they are submitted.
4. Awards will be presented monthly.