



## EMPLOYEE OF THE MONTH NOMINATION FORM

Recognizing outstanding employees is crucial for maintaining morale, fostering a positive work environment, and encouraging others to succeed! The employee of the month program recognizes one employee each month who will receive a monetary reward of \$50.00 and a plaque. An employee may be employee of the month only once during a calendar year.

Nominations shall be submitted to HR between the first and 20<sup>th</sup> of each month for that month's award. Before the end of the month, the employee of the month selection committee will meet to review the nominations and to select the winner. The winner will be announced during the first week of the following month.

Evaluation Criteria:

- **Excellent Job Performance:** Consider factors such as meeting or exceeding job expectations, achieving goals, demonstrating exceptional skills, and delivering high-quality work.
- **Promoting a Pleasant Working Environment:** How does the nominee contribute to fostering a positive and collaborative workplace culture, such as teamwork, supportiveness, positivity, and willingness to help others.
- **Dependability:** Is this employee dependable and punctual, and do they fulfill job responsibilities and commitments?
- **Innovation:** Recognize an employee who brings new ideas, creative solutions, or process improvements to their role, leading to positive outcomes or efficiencies.

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Employee Nominated: \_\_\_\_\_ Date: \_\_\_\_\_

Nominated By: \_\_\_\_\_

Describe the employee's outstanding contributions to North Ogden City: