

## HUMAN RESOURCE SERVICES

Marshall University

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### EMPLOYEE OF THE MONTH NOMINATION FORM

Use this form to nominate an individual for recognition as Marshall University's Employee of the Month. Multiple persons may collaborate on a nomination. Any letters or memoranda attesting to the nomination may be attached to this form. All nominations are treated confidentially until potentially selected as Employee of the Month. However, excerpts from nomination forms or attachments may be published for persons selected as Employee of the Month. A selection committee reviews submitted nominations monthly. Nominations remain under consideration until the end of the calendar year (December 31). Completed nomination forms should be sent to Human Resource Services at the address above. Please type or print clearly all information except for signatures.

Date of this nomination:
Name of employee nominated:
Employee's department:
Employee's job title (if known):
Number of hours worked per week by employee (if known):
Employment category (check one): <input type="checkbox"/> Classified Staff <input type="checkbox"/> Non-Classified
Amount of employee's seniority (years/months) (if known):
Supervisor of employee being nominated:
Basis of nomination: Nominations for Employee of the Month are typically based on parameters such as exceptional level of work performance; special contribution to the University; exemplifying the mission of the University; outstanding attendance record; responsible attitude toward his/her job; special rapport with other staff, students, or faculty; etc.
In the box below, the nominator is asked to describe in detail why the above employee should be Employee of the Month. Elaborate on any incidents or accomplishments offered as a basis for nomination. If space below is insufficient, additional comments may be attached on a separate page.
Printed name(s) of nominator(s):
Signature(s) of nominator(s):
Department(s) of nominator(s):

**DISTRIBUTION:** Orig – Human Resource Services, copy – nominator

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