

Human Resource Services FORM RESOURCES

Human Resource Services, Marshall University, 207 Old Main, One John Marshall Drive, Huntington, WV 25755
Phone 304.696.6455, FAX 304.696.6844, E-mail human-resources@marshall.edu , Web <http://www.marshall.edu/human-resources>



John Marshall Service Award Nomination Form

At Marshall University, our vision is to “Aim for Perfection”. The Employee of the Month Award recognizes staff that supports our vision by providing exceptional service to our students, coworkers, and the community in which we serve.

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.

Employee Name (First, Middle, Last)	
Department	
Title	
Nominated by, Name (First, Middle, Last)	
Nominated by, Department	
Nominated by, Title	
Years of Service	
Date:	Signature:

<p>Why does the nominee deserve to receive the John Marshall Service Award? Please provide specific examples.</p>
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Description of the accomplishments:

What impact has the nominee's accomplishment(s) had on the organization and what were the benefits?

Thank you for taking the time to submit the nomination.