

STUDENT EMPLOYEE OF THE MONTH NOMINATION FORM

Instructions:

To recommend a person for Employee of the Month, the nominator must ensure that both of the following are submitted to leadership@uncg.edu or placed in a sealed envelope and delivered to Room 252 Elliott University Center by the last day of the month.

- a. A nomination form completed by the nominator
- b. Signature (and additional comments if desired) by the full time supervisor*

Nominee Name: _____ Nominee Title: _____
Nominee Department: _____
Your Name: _____ Your Department: _____
Your Phone Number: _____ Your Email: _____

Based on the scale below, please rate the nominee in each of the following categories, where applicable. Please note, checking N/A does not count against nominee.

1 Always 2 Often 3 Usually 4 Sometimes 5 Never N/A Not Applicable

Commitment

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 1. Believes in & follows our department's mission, vision, values and goals. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Offers new and innovative solutions. | 1 | 2 | 3 | 4 | 5 | N/A |

Dependability and creativity in performing assigned duties

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 3. Is reliable/dependable/accountable. | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Allows for flexibility. | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Is willing to go the "extra mile." | 1 | 2 | 3 | 4 | 5 | N/A |

Quality of completed duties/tasks

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 6. Demonstrates knowledge and interest in job function areas. | 1 | 2 | 3 | 4 | 5 | N/A |
| 7. Consistently delivers work that is thorough and accurate. | 1 | 2 | 3 | 4 | 5 | N/A |

Demonstrates positive relationships with faculty/staff, students, patrons

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 8. Is cooperative and helpful to customers. | 1 | 2 | 3 | 4 | 5 | N/A |
| 9. Demonstrates high level of interpersonal skills. | 1 | 2 | 3 | 4 | 5 | N/A |
| 10. Believes in and shows team spirit/effort. | 1 | 2 | 3 | 4 | 5 | N/A |
| 11. Displays a positive attitude. | 1 | 2 | 3 | 4 | 5 | N/A |

Commitment towards professional and personal learning/development

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 12. Shows commitment to continuous on-the-job learning. | 1 | 2 | 3 | 4 | 5 | N/A |
| 13. Participates in staff meetings. | 1 | 2 | 3 | 4 | 5 | N/A |
| 14. Demonstrates a willingness to develop/educate others | 1 | 2 | 3 | 4 | 5 | N/A |

Please use the back of this form or additional paper to explain the *specific* reasons or examples why this employee should be recognized as Employee of the Month.

The information provided above is accurate and complete to the best of my knowledge.

Nominator Signature

Date

Supervisor Signature

Date

** Nominees must be in good standing to be considered for Student Employee of the Month.*