Nominee Information:

First Name: 
Last Name: 
UIN: 
Working Title: 
Department: 

To be an Employee of the Month (EOM) nominee, the individual must meet the following criteria:

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Has been employed with ODU for at least 12 months.
If hourly, is performing at a satisfactory level.
If classified, received an overall rating of “Contributor” or better on the most recent evaluation.
If AP faculty, received a satisfactory or better rating on the most recent annual evaluation.

Completed nominations should be submitted to the nominee’s immediate supervisor for signature. The immediate supervisor will obtain the department head’s signature and submit the form to Human Resources.
**Employee of the Month Nomination Criteria**

*Describe in detail the reason for your nomination and its impact on ODU’s community, programs or processes. Please use an attachment to describe how this nominee demonstrates the criteria for the award. Note that the following is reviewed by the EOM Committee in consideration of selecting the award winner and should be addressed if possible:*

⇒ An outstanding accomplishment that benefited a department/students
⇒ Extraordinary service to internal and/or external customers
⇒ Inspiring leadership
⇒ Enthusiasm/energy given to assigned work
⇒ Teamwork (especially when challenging circumstances are present)
⇒ Exemplary efforts to nurture a climate of care, concern and civility
⇒ Creative innovations to service, process or work tools

**Please check which criteria were met by this nomination:**

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☐ Extraordinary service to internal and/or external customers
☐ Inspiring leadership
☐ Enthusiasm/energy given to assigned work
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_Thank you for your nomination!_