

## Employee of the Month *Nomination*

### Nominee Information:

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
UIN:	<input type="text"/>
Working Title:	<input type="text"/>
Department:	<input type="text"/>

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

	YES	NO
Has been employed with ODU for at least 12 months.	<input type="checkbox"/>	<input type="checkbox"/>
If hourly, is performing at a satisfactory level.	<input type="checkbox"/>	<input type="checkbox"/>
If classified, received an overall rating of “Contributor” or better on the most recent evaluation.	<input type="checkbox"/>	<input type="checkbox"/>
If AP faculty, received a satisfactory or better rating on the most recent annual evaluation.	<input type="checkbox"/>	<input type="checkbox"/>

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.

Nominator's Name:

Date:

Supervisor's Name: (Please Type)

Supervisor's Signature

Date:

Department Head's Name: (Please Type)

Department Head's Signature

Date:

**FOR HR USE**

\_\_\_\_\_ UIN

Classified ☐

\_\_\_\_/\_\_\_\_/\_\_\_\_ Hire Date

Hourly ☐

\_\_\_\_\_ Position #

AP Faculty

Evaluation Verified Yes ☐ No ☐

\_\_\_\_/\_\_\_\_/\_\_\_\_ Date Received in HR

## **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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- ☐ Exemplary efforts to nurture a climate of care, concern and civility
- ☐ Creative innovations to service, process or work tools

*Thank you for your nomination!*