



EMPLOYEE OF THE MONTH NOMINATION FORM

General Information:

The Employee of the Month Award highlights employees who possess a high-quality work performance record, diligence, and dedication in carrying out their duties and advancing the mission of the College. The Employee of the Month program is a twelve month initiative with monthly recognition. Awarded employees will be announced the first of each month.

Eligibility:

We will recognize all outstanding employees full-time and part-time, such as:

- Civil Services Titles (College Assistants, Custodial Assistants, Campus Security Assistants, CUNY Office Assistants, Skilled Trades, etc.)
- HEO Series Titles
- Non-Tax Employees

Full-time employees must have one year of full-time service at Brooklyn College to be eligible for consideration. Part-time employees must have two years of continuous service at Brooklyn College to be eligible for consideration.

Categories:

- Excellent performance record
- Provides outstanding customer service to both internal and external customers
- Enhances the image of the College and improves working conditions through their positive attitude
- Exhibits innovative problem solving
- Performed a distinguished deed
- Motivated/Self-Starter/Inspires Others

Nomination Process:

- Complete the nomination form below, indicating in which category your nominee should be.
- Email form to EOMnominations@brooklyn.cuny.edu by the (15th) of each month.
- Nominations will be verified by The Office of Human Resource Services for compliance with College standards for performance evaluations and satisfactory attendance.
- Nominations will be reviewed and chosen by the Employee of the Month Selection Committee.

The Award Includes:

- Photo displayed on the "Wall of Fame" located in the basement of Boylan Hall and on the HRS webpage
- A one-hundred dollar (\$100.00) stipend
- A framed certificate
- Invitation to end-of-year- event with President Anderson and their fellow award recipients for that year



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Name of Nominated Employee: _____

Nominated Employee Position Title: _____

Category Employee is Being Nominated In:

- Excellent performance record
- Provides outstanding customer service to both internal and external customers
- Enhances the image of the College and improves working conditions through their positive attitude
- Exhibits innovative problem solving
- Performed a distinguished deed

Please list (3) specific examples or reasons in detail for the nomination:

1) _____

2) _____

3) _____

Date: _____

Nominator's Name: _____

Nominator's contact information: _____