



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



EMPLOYEE OF THE MONTH NOMINATION FORM

Name & Title of Nominated Employee: JOHN SMITH, CUNY OFFICE ASSISTANT, DEPARTMENT OF HISTORY

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) John has been a COA in the Department of History for five years. In this time, John has provided outstanding customer service to students, staff and faculty. For example, John took the initiative to develop helpful FAQ's for students and posted it on the History department's webpage. The FAQ sheet answered questions such as, how to request an over tally, how to request permission to take a course and how to file for a change of grade. This document has been extremely helpful for students and has tremendously reduced the call volume for our staff. John constantly updates the department bulletin boards with helpful information for the students on upcoming job fairs, workshops, College deadlines and fun facts about our faculty. Our students always comment how much they love our bulletin boards!
- 2) John exhibits innovative problem solving; he reaches out to his colleagues on campus to find out how other departments address common administrative issues. For example, last fall the department was short staffed, John reached out to his colleagues to inquire about a new phone system that can assist with the call volume. Since implementing the new phone lines, fewer calls go unanswered. This has been very helpful during peak registration times.
- 3) John's work ethic and positive attitude have helped boost morale in the department. He continuously organizes fun and fact filled events on historic holidays such as Martin Luther King Day, President's Day and Independence Day. John's dedication and passion for his work are truly inspiring to all.

Date: 8/15/2019

Nominator's Name & Contact Information: Dr. Jane Doe (Department Chair), (x1234)