



Employee of the Month

Nomination Form

Nominated Employee: _____ Department: _____

Month Nominated: _____ Nominated By: _____

Minimum Criteria for Nomination

Must provide a minimum of (1) one example in each category for the nomination to qualify.

Note: the nomination does not need to meet all criteria listed, but must meet minimum of (1) criteria in each category. Please remember that the Employee of the Month Award is for overall job performance not for an individual act. If you wish to nominate an employee for an individual act please use *the Star Award Form*.

Customer Service: (Please provide one example in your nomination)

Provides outstanding Customer Service to partners and/or customers through fewer errors, responsiveness, flexibility, problem-solving and professionalism

Works above and beyond normal expectations to reduce backlog or support conversion

Communicates effectively with others

Value-added to internal and external partners

Financial: (Please provide one example in your nomination)

Reduces Expenses

Lowers Loss Costs

Adheres to company policies

Strategic & Organizational Development:(Please provide one example in your nomination)

Builds outstanding relationships with partner agencies

Makes substantial strides to obtain needed skills/competencies

Significant contributions to the learning and development of team members

Efficiency Improvement:(Please provide one example in your nomination)

Develop and/or implementing ideas that improve internal work processes like policy processing, claims, services, billing, etc.

On the back of this form there is a section for each category above please list your job related reasons for your nomination and provide at least one job related example for each category. At the end of the form there is a space for you to leave any additional comments.

Please note that all nominations are subject to review by the City of Hammond Recognition committee and may be rejected should the nomination not be job related or not meet the minimum criteria listed above.

NOMINATION

Please remember to provide job related examples

Customer Service:

Financial:

Strategic & Organizational Development:

Efficiency Improvement:

Additional Comments:

Committee Use:

Date Received: _____ **Accepted:** _____ **Rejected:** _____ **Committee Chair Initial:** _____ **Candidate #** _____