



# Employee of the Month Nomination Form

The Employee of the Month program recognizes outstanding performance by the honoree, and/or an outstanding contribution that improves the way Bristol Community College serves students or the community. Please provide *specific* details to demonstrate why your nominee should be Employee of the Month. Nominees remain in consideration for three months after nomination.

To qualify for the award, nominated employees must:

- ∞ Be current, full- or part-time employees who have been employed for at least one year.
- ∞ Have evaluations that meet or exceed a “satisfactory” rating.

*(Nominees will be certified by Human Resources before the committee’s consideration.)*

**I nominate** \_\_\_\_\_

**Nominee’s department** \_\_\_\_\_

**Why?** *(Please list specific examples that demonstrate how your nominee meets the criteria above. Consider how your nominee affects fellow workers and students. Feel free to use the back if necessary.)*

**Please provide any other information that will help the committee make its decision.**

**Submitted by:**

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Title** \_\_\_\_\_ **Extension** \_\_\_\_\_

***Anonymous nominations will not be considered. More than one person may nominate a candidate, but each nominator must fill out this form.***

Return form to Employee Recognition Committee, c/o Human Resources. Thank you for your participation!