



Employee of the Month Nomination Form

Our employees play a vital role at UNM-Gallup Branch where it is encouraged for supervisors to nominate a UNM-Gallup campus employee who demonstrates/performs in an exceptional manner by exemplifying outstanding services through his/her work and exhibiting a positive and supportive behavior and attitude,

The Employee of the Month award criterion focuses on job related actions that are exemplary. Please describe the acts/actions and outcomes that support how the employee meets each of the criteria below.

Employee Nominated: _____		Employee ID: _____	
Employee's Job Title: _____		Years/Months in Position: _____	
<p>a. Attitude and Commitment</p> <ul style="list-style-type: none"> • Dedicated to fulfilling job responsibilities • Consistently dependable and is punctual in report to work • Goes above and beyond the requirement of the job • Takes initiative when necessary 			
<i>Explain:</i>			
<p>b. Interpersonal Skills</p> <ul style="list-style-type: none"> • Promotes a pleasant work/educational environment • Presents a helpful and cooperative attitude on a daily basis • Presents good services skills at all times • Demonstrates effective listening skills 			
<i>Explain:</i>			
<p>c. Work Performance</p> <ul style="list-style-type: none"> • Proficiency with job responsibilities or • Proficiency in subject matter expertise that support the education growth of students • Demonstrates overall high quality of output/results • Innovative and creative with work performed 			
<i>Explain:</i>			
Nominated by: _____		Title: _____	HR Office Receive Date:
Department: _____		Date: _____	
Committee Use:			
The nomination has been reviewed by the Employee Selection Committee <input type="checkbox"/>			
The nomination was not selected <input type="checkbox"/> or selected <input type="checkbox"/> Date award scheduled: _____			
Chairperson Signature: _____		Date: _____	HR Signature: _____ Date: _____