

**CAMPUS SERVICES EMPLOYEE OF THE MONTH AWARD PROGRAM
NOMINATION FORM**

EMPLOYEE INFORMATION:

Nominated Employee: _____

Position: _____

Home Department: _____

Date of Employment: _____

Selection Criteria:

- Full-time and part-time employees and regular and contract staff are eligible.
- Employees can receive the employee of the month recognition more than once; however, there must be a break of a minimum of five (5) years between awards.
- Outstanding employees who show exemplary individual achievement, contribution, and performance in their jobs and other related duties beyond their own offices.
- Those whose efforts have inspired and supported the performance and achievement of others.
- Demonstrates a positive attitude toward work responsibilities, co-workers, and customers, and serves as a role model for others.
- Commitment to quality in carrying out job responsibilities, and is an asset to Georgia Tech.
- A willingness to take initiative, and accept and carry out additional responsibilities beyond the regular job assignments for the good of the campus community as a whole.

**Provide specific information and examples demonstrating
the employee's excellence based on the criteria noted above. Feel free to include
complimentary e-mails and letters from customers.**

Submitted by: _____ **Date:** _____

Director

Return this completed form to Shawn Rabe