

TOUGALOO COLLEGE

Employee of the Month Nomination Form

Name of Nominee: _____

Dept./Division: _____

Job Title: _____

Date: _____

Nominated by: _____

Dept./Division: _____

Phone #: _____

Please provide specific, detailed examples to support your nomination. The information you provide will be used by the Staff Affairs Committee to determine the recipient of this award. These activities must have occurred within the last 60 days. Please attach additional pages if needed.

✳ Describe how the employee demonstrated a willingness to take initiative beyond regular job assignments, resulting in inspiring and supporting the performance and achievement of others.

✳ Explain how the employee demonstrated a high quality of work and a commitment to carrying out job responsibilities, is an asset to the department, and serves as a role model for others.

✳ Describe how the employee demonstrates the ability to work as a team member. Consistently dependable and punctual in reporting for duty, completes assignments on time and has a distinguished attendance record.