Employee of the Month Nomination Form

Anyone can nominate a colleague, including peers, team leads and managers. You cannot nominate yourself. Describe what the person actually did, with examples, dates and results where you can. Nominations close on the [day] of each month. The selection committee reviews every nomination using the criteria below.

NOMINEE

Nominee name

Job title

Team / department

Site / location and shift

Nomination month

NOMINATED BY

Your name

Your job title and team

How you work with the nominee

☐ Same team, peer ☐ I manage them ☐ Other team ☐ They support my work

☐ Customer feedback I received

Share my name with the nominee if they win

☐ Yes ☐ No

AWARD CRITERIA (SELECT ALL THAT APPLY)

☐ Outstanding customer or patient service

☐ Exceeded performance targets (quality, productivity, sales, accuracy)

☐ Helped teammates or trained new hires

☐ Solved a problem or improved a process

☐ Stepped up in a difficult situation (peak volume, staff shortage, emergency)

☐ Safety leadership

☐ Lived our values: [Value 1], [Value 2], [Value 3]

WHAT THEY DID

Describe what the nominee did this month. Be specific: what, when, who was involved.

What was the result or impact? Include numbers if you have them (customer comments, scores, time saved, errors avoided).

Why does this go beyond what is normally expected in their role?

Supporting evidence attached or available (customer email, QA score, manager note)

Nominator signature

Date

Date

COMMITTEE USE: ELIGIBILITY

- ☐ Employed at least [90 days]
- ☐ No active written warning or performance improvement plan
- ☐ Has not won in the last [12 months]

Eligibility confirmed by HR

COMMITTEE USE: SCORING (1 = LOW, 5 = HIGH)

Specific, verifiable examples given

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Impact on customers, team or business

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Beyond normal job expectations

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Reflects company values

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Total score (out of 20)

Committee decision

☐ Winner ☐ Runner-up / honorable mention ☐ Not selected this month

☐ Carry forward to next month

Committee notes

Committee chair signature

Date

Date