



## **CENTRAL SERVICES CLASSIFIED SENATE**

### **EMPLOYEE OF THE MONTH NOMINATION FORM**

#### **Purpose:**

- The Central Services organization wants to recognize the outstanding work and valuable contributions made by classified employees. Each month of the calendar year the Employee Recognition Committee will accept nominees for the award. Each month the selected employee will be announced. Once each quarter the selected employees will be honored.

#### **Criteria for nominees:**

- A nominee must be a permanent staff employee (classified, confidential, supervisor) in Central Services.
- A nominee may have made either (an) outstanding contribution(s) or have demonstrated excellence through regular consistent contributions.
- Contributions must have benefited students, the college, the district, faculty, management and/or fellow classified staff members.

#### **Criteria for nominations:**

- Nominations are collected throughout each month.
- Employees who are nominated one or more times, may receive the award only once for every 3 year period of time.
- Nominations will be retained for one year from the month it was received.
- An employee's supervisor or other management, classified or confidential staff, faculty and /or students may make the nomination.
- The awards will be presented monthly.

**YOUR INFORMATION**

**FULL NAME OR GROUP:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**LOCATION:**  De Anza  Foothill  District Office  Plant Services/Purchasing  Middlefield

**DEPARTMENT/PROGRAM** (Mailbox Location): \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

(i.e.: enter smithjoe@fhda.edu)

**NOMINATION INFORMATION**

**FULL NAME OF NOMINEE:** \_\_\_\_\_

**NOMINEE'S DEPARTMENT:** \_\_\_\_\_

**Please check the following box or boxes that describe(s) the employee and why this nomination is to be considered:**

<input type="checkbox"/> Considerate	<input type="checkbox"/> Superior in Performance	<input type="checkbox"/> Flexible
<input type="checkbox"/> Resourceful	<input type="checkbox"/> Dedicated	<input type="checkbox"/> Positive and Sensitive
<input type="checkbox"/> Cooperative Spirit	<input type="checkbox"/> Significant	<input type="checkbox"/> Willingness

Please tell us why you believe your nominee merits this award. You may fill out both comment sections below if you like, but only one is required.

Comments on the nominee's quality in performing her/his job responsibilities:

Comment on how s/he demonstrated excellence in the performance of his/her job duties and/or have made a significant contribution to the college, district, faculty, students or fellow staff members:

**PLEASE RETURN FORM TO DISTRICT OFFICE, MYISHA WASHINGTON BEFORE THE 1<sup>ST</sup> OF EVERY MONTH SO THE NOMINATION IS CONSIDERED FOR THAT MONTH.  
THANK YOU FOR YOUR SUPPORT!**