



Employee of the Month Award Nomination Form

This award acknowledges employees who demonstrate outstanding customer service, flexibility and personal attention to develop and maintain relationships with internal, as well as, external customers.

Date: _____

Name of Nominee: _____ Position: _____

Department: _____ Phone #: _____

Name of Nominator: _____ Position: _____

Department: _____ Phone #: _____

Signature of Nominator: _____

Please provide specific, detailed examples and data to support your nomination. The information you provide will be used by the Council to determine the recipient of this award:

Description of accomplishment

Why does your nominee deserve to be the Employee of the Month? What impact has the nominee's accomplishment had on the University? How did staff, coworkers, students, or customers benefit from the accomplishment? How has the nominee's accomplishment supported the University's goals?

*People are our most valuable resource!
Nominate someone you think deserves recognition – someone who truly shines!*



Employee of the Month Award Criteria

An employee may qualify for the Employee of the Month Award if one or more of the following criteria are met:

1. Demonstrates outstanding customer service in support of A&M Texarkana's goal:
2. Has effectively and efficiently corrected something that has gone wrong for a customer.
3. Demonstrates creativity or resourcefulness in assisting customers.
4. Develops new and efficient ways to solve customer service problems.
5. Responds in an unusually fast or efficient manner, or completed a work project under a very tight deadline.
6. Key contributor on a major institutional project.
7. Went beyond normal duties in supporting another department or employee.
8. Other; as documented on the recommendation form.

Any full-time classified, administrative, or professional employees of Texas A&M University-Texarkana may be nominated for the Award by a fellow employee, supervisor, or student.

Selection

A nomination form must be completed and submitted to the Staff Council Chair. The Chair coordinates with Human Resources to ensure the nominee has been employed at least (1) year, has no breaks in service, and has no disciplinary action within the current calendar year. The Chair of the Staff Council will then forward all eligible nominees' nomination form(s) to all Council members to vote on. The individual with the most votes will be awarded the Employee of the Month.