



## Employee of the Month Nomination Form

Name of Nominee: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Nominated by: \_\_\_\_\_

Classification (check one):  
 Administrative or Professional faculty  
 Classified employee  
 Wage employee

Supervisor's signature (required): \_\_\_\_\_

Department head's signature (required): \_\_\_\_\_

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- Anyone can nominate an employee. The nomination remains active indefinitely.
- Complete this form and attach a narrative of why the nominee merits being named Employee of the Month based on criteria which you feel is relevant.
- The nominee may be an administrative faculty, professional faculty, classified or wage employee who has been employed at GMU for at least one year.
- In addition to the original nomination, please include three or more support letters.
- The completed packet containing the nomination form and support letters can be sent via e-mail to: [awards@gmu.edu](mailto:awards@gmu.edu) or mailed to Employee of the Month Coordinator, Mailstop 3C3, Human Resources.