Employee of the Month Nomination Form

Name of Nominee: __________________ Department: ________________

Job Classification: ________________ Nominated by: ________________

*Supervisor’s signature: ________________ Date: ________________

*Department Head’s signature: ________________ Date: ________________

Briefly describe why you think the nominee merits being named Employee of the Month based on initiative, job knowledge, customer service, communication skills professionalism and any other criteria which you feel is relevant. A nomination should include specific examples in addition to support letters. The nominee must be a classified employee who has been employed at GMU for at least one year. Submit completed forms to Human Resources, MS 3C3.

*required

Note: Anyone can nominate an employee for Employee of the Month!