

**Employee of the Month Nomination Form**

Full Name: \_\_\_\_\_

KU Start Date: \_\_\_\_\_

**Employee Type**

University Staff

Affiliated Corporation

**Nominee's Supervisor**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**Co-Worker(s) / Contact Person(s) for Reference(s)**

Name(s): \_\_\_\_\_

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

**Nominator**

Name: \_\_\_\_\_

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

Campus Phone: \_\_\_\_\_

Email: \_\_\_\_\_

How do you know the nominee?

Briefly describe the nominee's job duties: \*

Why are you nominating this person, what brought this person to your attention?

Provide example(s) of exemplary service, activities, and/or performance that goes above and beyond the expectations of their position.

How do they stand out from their peers/coworkers? Please provide specific examples. Specific examples could be times they have exhibited dedication and interest in getting the job done, personal strengths, quantity and quality of work, ability to interact/work well with others, special service to fellow employees, the university community or to other individuals.

How has this person exhibited qualities or behaviors that have made them an exceptional team player? Examples could include initiative, communications with co-workers, students, visitors, supervisors, a “go-to” in their field/department. Please provide specific examples.

Optional field:

If you were to provide a quote or anecdote to describe this employee what would it be? (If you have heard quotes from others about this nominee, you may include those as well)