

Civil Service Employee Recognition Program

**EMPLOYEE OF THE MONTH
NOMINATION FORM**

The purpose of the Employee of the Month award for the Civil Service Employee Recognition program is to recognize GSU Civil Service employees who demonstrate exemplary performance. Each employee of the month receives \$150. The employee of the year is awarded \$500.

Please complete the entire nomination form and submit it to the Office of Human Resources. Unsubstantiated nominations will not be considered.

Nomination Criteria:

- Makes a significant contribution to the university.
- Suggests improvements in methods and procedures to increase overall efficiency.
- Demonstrates exceptional ability in tasks associated with assigned position.
- Consistently courteous and helpful to fellow employees, faculty, students, retirees, and GSU guests.
- Displays a high level of motivation.
- Willingly assumes additional responsibilities.

Thank you for your participation in the program. Your interest and involvement are appreciated.

