

Date Received: _____

North Georgia College & State University Employee of the Month Nomination

Name of Nominee _____ Department _____
Nominee's Supervisor _____ Nominee's length of service at NGCSU? _____

- Minimum qualifications:
- Must be a full-time employee of NGCSU including ROTC staff (effective 12/1/08)
 - Must be employed by NGCSU for a minimum of one (1) year
- Restrictions:
- May only receive award once per fiscal year
 - Staff Council's Staff Award Committee members are not eligible during their term of service

The Employee of the Month award was created to recognize NGCSU employees for the times that they contribute that 'extra something' on their job. The winners of this award will receive a gift certificate from the Campus Connection bookstore, a gift certificate from Aramark for campus dining or Canteen, certificate from the NGCSU President and recognition on the NGCSU Web site. The award is not the same as and does not disqualify the employee for the Outstanding Staff Member Award.

Nominator's Recommendation: Why do you feel this employee deserves to be Employee of the Month? Please give examples of how he/she goes above and beyond normal expectations of his/her job duties.

Your Name _____ Phone _____ May we call you? Yes No
If your nominee is selected as Employee of the Month, may we publish portions of your nomination? Yes No

This form must be submitted to Ann Reed, Chair of the Staff Awards Committee by the 15th of the month or by the Friday before should the 15th fall on a weekend.