



Outstanding Employee of the Month Nomination Form

The Mott Community College Board of Trustees authorizes the Outstanding Employee of the Month Award to honor those employees who perform their duties at an outstanding level of service. The Award was established in an attempt to recognize the efforts of those employees who perform with a superior level of commitment, partnership, accountability, positive attitude, and ability to embrace change. After six months of employment at the College, all full-time and part-time employees (filling a regular or supplemental TAP position) and part-time faculty members are eligible to be nominated, with the exception of members of the Selection Committee.

I would like to nominate: _____

Recipients will be selected on, but not limited to, the criteria listed below. Please submit an attached written statement that addresses the ways in which the nominee has demonstrated outstanding qualities in all of the following areas listed below. **PLEASE INCLUDE SPECIFIC EXAMPLES. All criteria listed below must be addressed; incomplete nominations will not be considered.**

- Highly engaged and committed to the mission, vision and values of the organization.
- A “can-do” attitude; goes the extra mile in giving to the organization and doing their best.
- Functions in a spirit of partnership with other employees and with their customers.
- Has a clear understanding of personal accountability and tends to look to themselves first for resources and solutions. Instead of fixing blame, they fix problems.
- Embraces change and looks for ways to reinvent themselves while continuing to provide a high level of value to the organization.
- Additional reason(s) for nominating this individual (*optional*).

Signature	Print Name	Position (Faculty, Staff or Student)	Date
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Duplicate or multi-signature nomination forms will not be considered. Each person nominating an employee must complete a form and sign it. All part-time and full-time College faculty, staff and students are eligible to submit a nomination.

Return this completed form and your attachments to the Human Resource Office, Room CM 1024. Nominations will be considered for three consecutive months. In order to be considered for the current month, the nomination must be submitted on or before the 3rd Friday of the month. Winners will be announced during the second week of the following month.