

JACKSONVILLE UNIVERSITY

EMPLOYEE-OF-THE-MONTH

Nominee Name: _____

Department: _____

Reason for Nomination:

In what way does this employee demonstrate Employee-of-the-Month criteria?

Nominator Name (please print) _____ Dept: _____ Ext. _____

Nominator Signature: _____ Date: _____

Employee-of-the-Month criteria:

1. Exhibits commitment to service and to serving the Jacksonville University community;
2. Sustains high level of productivity and consistent quality of work;
3. Demonstrates high degree of initiative in the performance of responsibilities;
4. Displays exceptional dependability;
5. Maintains, demonstrates, and exhibits effective relationships with others.

If someone you know portrays these kinds of qualities or has done something above and beyond normal duties, nominate them for the Employee-of-the-Month Award. All full or part-time staff/administrative employees, including employees at the physical plant and food services, are eligible for nomination. Any JU faculty, staff, administrative, student or friend of the University may submit nominations. Nominations must be submitted by the 10th of the month for award consideration of the following month.

Winners receive a \$50.00 cash award, an extra day off, and Employee-of-the-Month certificate signed by the President, reserved campus parking for one month, and their picture on the JU website.

Send nominations to: Office of Human Resources
Att'n: Employee Rewards & Recognition Committee