



Human Resources & Payroll
4400 University Drive, MS 3C3, Fairfax, Virginia 22030
Phone: 703-993-2600; Fax: 703-993-2601

Employee of the Month Nomination Form

Name of Nominee: _____

Department: _____

Position: _____

Nominated by: _____

Classification (check one):
☐ Administrative or Professional faculty
☐ Classified employee
☐ Wage employee

Supervisor's signature (required): _____

Department head's signature (required): _____

- Anyone can nominate an employee. The nomination remains active indefinitely.
- The nominee may be an administrative faculty, professional faculty, classified or wage employee who has been employed at Mason for at least one year.
- Complete this form and attach a narrative describing why the nominee merits being named Employee of the Month based on criteria which you feel is relevant.
- Please indicate which, if any, of the Mason values the nominee has demonstrated:

- | | |
|--|--|
| <input type="checkbox"/> Our students come first | <input type="checkbox"/> We are careful stewards |
| <input type="checkbox"/> Diversity is our strength | <input type="checkbox"/> We act with integrity |
| <input type="checkbox"/> Innovation is tradition | <input type="checkbox"/> We thrive together |
| <input type="checkbox"/> We honor freedom of thought and expression | |

Briefly explain why you selected the value(s) above:

- In addition to the original nomination, please include three or more support letters from colleagues, supervisor(s), customers or students. The support letters should include the Mason values where applicable.
- The completed packet containing the nomination form and support letters can be sent via e-mail to: awards@gmu.edu or mailed to Employee of the Month Coordinator, Mailstop 3C3, Human Resources.