



**OFFICE/SERVICE & MANAGERIAL PROFESSIONAL
EMPLOYEE OF THE MONTH
NOMINATION FORM**

Name of Person Nominated			
Job Title of Person Nominated			
Department			
Supervisor's Name			
<u>Guidelines for the Employee of the Month</u>			
<ul style="list-style-type: none"> Nominee must be employed at UNO for one year or longer. Employee of the Month qualifies to be selected as Employee of the Year. Nominations will be kept on file for 90 days and will be considered with all nominations for Employee of the Month. 			
<p><u>Please submit your nomination following the criteria below:</u> (If appropriate, give specific examples. An additional sheet may be used if necessary.)</p>			
Performed Job Above and Beyond Expectations:			
Interpersonal Skill/Communication:			
Knowledge of Job:			
Adaptability:			
Your Signature		Date	
Please return completed Form to Human Resources, EAB 205 – Attn. Director			