



Employee of the Month Nomination Form

Name of Nominee: _____ Dept/Division: _____

Job Title: _____ Date: _____

Please provide specific, detailed examples to support your nomination. The information you provide will be used by the Selection Committee to determine the recipient of this award. These activities must have occurred within the last 60 days. Please attach additional pages if needed.

- * Describe how the employee demonstrated a willingness to take initiative beyond regular job assignments, resulting in inspiring and supporting the performance and achievement of others.

- * Explain how the employee demonstrated a high quality of work and a commitment to carrying out job responsibilities, is an asset to the department, and serves as a role model for others.

- * Describe how the employee demonstrates the ability to work as a team member.

- * Please describe an event and/or outcome(s) that shows how the employee has demonstrated initiative or employee innovation.

- * Please describe an event and/or outcome(s) that shows how the employee has enhanced productivity or improved quality of work or service.

* Please describe an event and/or outcome(s) that shows how the employee has generated cost savings for the City.

* Please describe and an event and/or outcome that shows how the employee has demonstrated excellent customer service that is beyond the routine level of day-to-day customer service and impacts the customer in a positive and meaningful way.

Nominated by: _____ Date: _____

Dept/Division: _____ Phone #: _____

Email Address: _____

Nomination Submittal:

Nominations may be submitted via email to melaniem@payson.org or mailed or hand-delivered to Payson City Human Resources, 439 West Utah Avenue, Payson, UT 84651.