



LANDER UNIVERSITY

Employee of the Month

Nomination Form

I, _____, would like to nominate the staff member below for consideration of Employee of the Month.

Signature: _____ Date: _____

Staff Member Nominated: _____ Department: _____

Core Value(s) represented (check all that apply):

- | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Relevant | <input type="checkbox"/> Informed | <input type="checkbox"/> Ethical |
| <input type="checkbox"/> Timely | <input type="checkbox"/> Responsive | <input type="checkbox"/> Transparent |
| <input type="checkbox"/> Innovative | <input type="checkbox"/> Competitive | <input type="checkbox"/> Responsible |
| <input type="checkbox"/> Supportive | <input type="checkbox"/> Sustainable | <input type="checkbox"/> Diverse |

Reason for nomination (be specific):

COMPLETE THE SECTION ABOVE AND SUBMIT TO HR (jobs@lander.edu) BY THE LAST FRIDAY OF THE MONTH TO BE CONSIDERED THE FOLLOWING MONTH. CURRENTLY SITTING MEMBERS OF STAFF SENATE ARE NOT ELIGIBLE TO BE NOMINATED OR TO NOMINATE OTHERS.

HR Acknowledgement: _____ Date: _____

Administrator Use Only

Employee of the Month Honorable Mention Award Month/Year: _____

- | | | |
|--------------------------------------------------------|------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Certificate printed | <input type="checkbox"/> Slide to campus TVs | <input type="checkbox"/> Logged to spreadsheet |
| <input type="checkbox"/> Nominator/Supervisor notified | <input type="checkbox"/> Posted to HR website | <input type="checkbox"/> Scanned to server |
| <input type="checkbox"/> E-mail to Faculty/Staff | <input type="checkbox"/> Published in LU Forum | <input type="checkbox"/> Original form to HR |