

Guide to Creating Consistent and Valuable Employee of the Month Nominations

*** Promote positive work environment and acknowledge the hard work our staff does ***

Expectations:

- Each leadership member should nominate one employee each month. This is consistent enough but not to the point where there would be too many nominations and voting would not be the most effective.
- This nominee should stand out to multiple people, from multiple scenarios.
- It is beneficial if multiple members of leadership acknowledge a staff member who is going above and beyond.
- Provide details why this staff member is being nominated and why they stood out from other staff members

Process:

1. Observe staff members during all shifts including in-services (who stands out, who goes above and beyond)
2. Do these people deserve EOM? If so...
3. Fill out Shout-outs and EOM nomination form in sharepoint (2 times in one month)
4. Leadership Meeting to vote/discuss
5. Announce