

THE STAFF SENATE
UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

**Invites your Nominations for
EMPLOYEE OF THE MONTH**

The Employee of the Month award program was developed to encourage recognition of OUHSC staff who have significantly benefited the University and who have made contributions beyond the usual expectations of their employment.

Award: The Employee of the Month receives a plaque and a check for \$500.00 at a reception hosted by their department. Their picture is displayed throughout the OUHSC campus during the month they are selected as Employee of the Month. Each Employee of the Month during a calendar year will be a candidate for the Employee of the Year award, which is announced at the annual Employee Recognition Luncheon. The Employee of the Year receives a plaque and a check for \$1,000.00.

Eligibility and Rules: To be eligible for this award, the employee must have held a full-time, permanent, non-faculty appointment at the University of Oklahoma Health Sciences Center Oklahoma City Campus for at least five consecutive calendar years. A minimum of three (3) letters of support from OUHSC personnel must accompany the nomination, *one of which must be from the employee's direct supervisor*. There is no limit to the number of letters that can be submitted with a nomination. Incomplete or anonymous nominations will not be considered. Nominations not selected as the Employee of the Month are held and reconsidered each month for one year from the date the nomination is first received. Employees who have retired or resigned from the University since being nominated are not eligible to receive the award. *Nominee must not have received the Employee of the Month award in the past five years.*

Suggested Criteria for Nomination/Selection: A scoring model is used by the Employee of the Month Committee based upon criteria listed below. However, an employee is not required to meet all of the criteria in order to receive the award. **In order for the Committee to fully evaluate the nominated employee's attributes and/or achievements, please cite specific examples in your letters of recommendation.**

- ◆ Does the employee have an outstanding attendance record?
- ◆ Does the employee consistently "go the extra mile" without being asked?
- ◆ Is the employee creative within their position? Have they improved work methods, improved efficiency within their department, contributed new ideas, or enhanced their own responsibilities?
- ◆ Do they advance their knowledge by learning new skills?
- ◆ Is the employee cooperative, compassionate, and friendly to fellow employees on a regular basis?
- ◆ Have they served on HSC committees or volunteered for special projects?
- ◆ Have they received recognition or awards from OUHSC, or published and/or assisted in prestigious research?
- ◆ Does the employee have better-than-average ability to work under pressure?
- ◆ Is the employee extraordinarily loyal and dedicated to OUHSC?
- ◆ Does the employee possess other qualities that would make him/her deserving of such an award?

Reminder: *employee is not required to meet all criteria to be nominated or selected as Employee of the Month.*

See second sheet for nomination application. *Thank you for your nomination!!*

Updated: 03/2009

OUHSC STAFF SENATE
Employee of the Month
Nomination Application

To make a nomination, please complete the application below and attach accompanying letters of support. Remember that at least three (3) letters are required, one of which must be from the employee's direct supervisor. **Send your nomination packet via campus mail to:**

Staff Senate
Office SCB 206B

Please have your completed nomination packet turned in to the Staff Senate Office by the 7th of the month to be considered for the following month's award (*applications remain active for one year or until selected*). If you have any questions, please contact Cheryl Williams, Staff Senate Administrative Coordinator, at 271-2054.

Nominee Information

Name: _____ Title: _____
Department: _____ Years of Service on Campus: _____
Campus Address: _____ Office Phone: _____
Direct Supervisor: _____
Awards/Recognition received at OUHSC: _____
Committees/Groups/Special Events: _____

Contact Information (*Person making nomination*)

Name: _____ Office/Campus Ext: _____
Email: _____
Department: _____ Campus Address: _____

For Staff Senate Office Use Only:

	To EOM Committee:
	Nominee Score:
	Selection Month/Year:
	Contact Notified:
	Surprise Announcement:
	Check Ordered/Received:
	Plaque Ordered/Received:
(Date Stamp)	Reception Information:
Application Expires:	