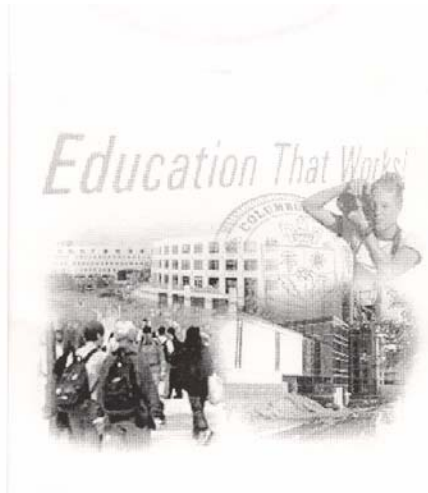


Guidelines

Staff Employee of the Month

Nomination Form



Purpose

The Staff Employee of the Month program is established for all full-time staff of Columbus State Community College and designed to recognize excellence.

Criteria for Nominating a Staff Employee of the Month

Staff members may be nominated for this award for their exemplary achievements or efforts in **one or more** of the following areas:

- Makes a difference to Columbus State and/or to members of the campus community.
- Goes above and beyond expectations.
- Excels as a team player.
- Strives to bring out the Columbus State "Spirit" in others.

Eligibility

Any full-time staff member that has been employed for at least six months is eligible.*

How to Nominate

1. Complete the nomination form. (Nomination forms can be found on the <http://intranet.csc.edu/Month.PDF> or <http://www.csc.edu/sac/staffemp.htm>.) Columbus State students, employees and visitors are encouraged to submit nominations at any time; however, completed nominations should be returned to the Human Capacity Development Department in Rhodes Hall 115 by the twentieth of the month to be guaranteed consideration for the following month. If mailing the form, please send to Human Capacity Development Office, Rhodes Hall 115, Columbus State Community College, 550 East Spring Street, Columbus, OH 43216.

A written or email notification of the acknowledgement of the nomination will be sent to you via email within 7 days of submission

*non-eligible employees:

- under disciplinary action in the past year
- supervisors or managers
- Staff Employee of the Month Committee Member

Application

Nominee Information

I nominate the following staff member for the Columbus State Community College Staff Employee of the Month:

Name: _____

Department: _____

Position: _____

Nominator Information

Please check one:

I (Nominator) would like to attend the SEOM recognition event.

I (Nominator) would **not like** to attend the SEOM recognition event.

Your Name: _____

(Please check all that apply)

- Faculty
- Staff
- Student
- Other

e-mail or phone: _____

Signature: _____

Date: _____

Completed nominations should be returned to the Human Capacity Development Department in Rhodes Hall 115 by the twentieth of the month to be guaranteed consideration for the following month.

Applications will be considered for a period of 6 consecutive months by the Staff Employee of the Month committee.

Please answer any or all of the questions that apply to your nominee:

How did your nominee make a difference to the Columbus State community? *(attach an additional sheet if necessary)*

How did your nominee go above and beyond your expectations? *(attach an additional sheet if necessary)*

How did your nominee excel as a team player? *(attach an additional sheet if necessary)*

How did your nominee bring out the Columbus State "Spirit" in others? *(attach an additional sheet if necessary)*

Nomination for month of: _____

Eligibility verified by: _____ Date: _____