



EMPLOYEE OF THE MONTH NOMINATION FORM

COMPLETED FORMS CAN BE EMAILED TO pov@sjcountynm.onmicrosoft.com OR GIVEN TO ANY POV DEPARTMENT REPRESENTATIVE

San Juan County has dedicated employees working together on behalf of the citizens of our County. In every organization, there are individuals who are exemplary in overall performance. The need for accountability, the desire for measurable results and the move toward greater productivity has put emphasis on rewarding specific outcomes and new employee actions. These programs are structured to enable management and fellow employees to recognize and reward outstanding achievement of County employees and to stimulate the potential of all employees to achieve higher standards of excellence and increased efficiency in County operations. The responsibility to encourage participation in this rewarding program belongs to all employees and management personnel.

AWARD ELIGIBILITY: Employee of the Month Program – open to all full-time, part-time, temporary, or intern employee of San Juan County, excluding Department Heads and employees in a contract status.

Nominations will be accepted through the last day of each month and forwarded to POV Committee members for review. An awardee will be selected by the following 15th of each month and award presentation will be coordinated with their department head or elected official. Award presentations will be for the previous months nominations. (i.e. Nomination turned in by January 31st will be February's Employee of the Month.)

NOMINEE: _____

DEPARTMENT: _____

NOMINATOR: _____

DEPARTMENT: _____

SIGNATURE: _____

DATE SUBMITTED: _____

COMMITTEE USE ONLY

Specific incident, project, accomplishment or outstanding contribution deserving recognition.	Demonstrated commitment to the values of San Juan County - PRAISE						TOTAL
	Professionalism - serve the interests of the public above our own.	Respect - treat each other with fairness & dignity, work as a team, celebrate diversity.	Accountability - continuous learning to better serve SJC, accountable for all decisions.	Integrity - choose to do the right thing even when no one is looking. Communicate open & honestly.	Service - Place the public's needs first & foremost, strive to deliver what has not been done	Excellence - continually improve performance and do the best in everything we do.	
[1-5]	[1-5]	[1-5]	[1-5]	[1-5]	[1-5]	[1-5]	

NA - not applicable, 1-Demonstrated value, 3 - Exceeds Value, 5 - Excellent/Role Model

AWARD CRITERIA: Employee of the Month evaluation should specifically focus on job related outputs and/or accomplishments in a **minimum of one or more of the following:**

- Specific incident, project or accomplishment deserving meritorious recognition**
Please describe below the event and/or outcome(s) that shows how the nominee meets this criterion (use additional pages if necessary):

- Outstanding contributions that go beyond an employee’s job duties for improvement of County operations and services and promote the goodwill in the San Juan County.**
Please describe below the event and/or outcome(s) that shows how the nominee meets this criterion (use additional pages if necessary):

- Demonstrated commitment to the values of San Juan County employees, specifically:**
 - Professionalism**
 - Respect**
 - Accountability**
 - Integrity**
 - Service**
 - Excellence**

Please describe how the nominee meets this criteria with specific examples (use additional pages if necessary):