



# EMPLOYEE OF THE MONTH NOMINATION FORM

\*\*\* (Or Attach Your Own Recognition Form) \*\*\*

Nominee Name \_\_\_\_\_ Title \_\_\_\_\_

Your Name \_\_\_\_\_ Title \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Length of Service \_\_\_\_\_ Month of Nomination \_\_\_\_\_

## PLEASE COMMENT ON EMPLOYEE

\*\*\*Please keep in mind that the criteria to be considered for Employee of the Month includes Knowledge of the Area, Friendliness, Quality of Service, and Role Model for fellow employees. \*\*\*

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### GUIDELINES FOR EMPLOYEE OF THE MONTH

- Employee (paid or as an unpaid volunteer) must be associated one year or longer with company.
- Employee of the Month qualifies to be selected as Employee of the Year.
- Nomination Forms will be kept on file for 90 days. The forms on file will be used to select an Employee of the Month.
- Employees may be nominated more than one time in 12 months, but if chosen Employee of the Month, they may only receive this award one time in a period of 12 months.

**PLEASE RETURN: ATTENTION JULIA HOWELL**

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