

## Office of Human Resources

Mountwest Community & Technical College  
One Mountwest Way – Suite 101V, Huntington, West Virginia 25701  
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### EMPLOYEE OF THE MONTH NOMINATION FORM

This form is to be used for the purpose of nominating an individual for recognition as Mountwest Community & Technical College's Employee of the Month. Multiple persons may collaborate on a nomination. Any letters or memoranda attesting to the nomination may be attached to this form. All nominations are treated confidentially until potentially selected as Employee of the Month. However, excerpts from nomination forms or attachments may be published for persons selected as Employee of the Month. A selection committee consisting of elected representatives from Faculty, Classified Employees, Student Government and the President's Council reviews submitted nominations on the second Thursday of each month. Completed nomination forms should be sent to Human Resources at the address above. Please type or print clearly all information except for signatures.

Date of this nomination:
Name of employee nominated:
Employee's department:
Employee's job title:
Employment category (check one): <input type="checkbox"/> Faculty <input type="checkbox"/> Classified Staff <input type="checkbox"/> Non-Classified Staff
<b>Basis of nomination:</b> Nominations for Employee of the Month are typically based on criteria such as exceptional level of work performance, special contribution to the College, exemplifying the mission of the College, outstanding attendance record, responsible attitude toward his/her job, fellow employees, students and/or the public, and exhibiting a commitment to excellence in customer service.
In the box below, the nominator is asked to describe in detail why the above employee should be considered for the Employee of the Month. Elaborate on any incidents or accomplishments offered as a basis for nomination. If space below is insufficient, additional comments may be attached on a separate page.
Printed name(s) of nominator(s):
Signature(s) of nominator(s):
Department(s) of nominator(s):