



Employee of the Month Nomination Form

Please email this form to: servicewithjazz@uno.edu

Name of employee:

Job title:

Department:

Location of employee (Campus):

Employee telephone number (Work):

Name of person nominating employee:

Telephone number of nominating employee:

Date Submitted:

Please write in detail, how the employee adheres to and exemplifies the following characteristics with regard to their job at UNO:

WORK PERFORMANCE: The work related activities expected of an employee and how well those activities were executed.

INNOVATION: The process of translating an idea or invention into a good or service that creates value or for which customers will pay. Innovation involves deliberate application of information, imagination and initiative in deriving greater or different values from resources, and includes all processes by which new ideas are generated and converted into useful products.



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RESPECT & INTEGRITY: Strict adherence to a moral code, reflected in transparent honesty and complete harmony in what one thinks, says, and does.

TEAM WORK: The process of working collaboratively with a group of people in order to achieve a goal.

ACCOUNTABILITY: The obligation of an individual or organization to account for its activities, accept responsibility for them, and to disclose the results in a transparent manner.

HRM USE ONLY: Nominees must meet the following criteria, per UNO Employee Recognition Policy

- Classified or Unclassified or Faculty (Circle One)
- Classified PES rating "Successful" or better (Yes/No/NA)
- Unclassified Faculty or Staff Performance Evaluation "Satisfactory" or better (Yes/No/NA)