

# CRITERIA FOR EMPLOYEE OF THE MONTH

The purpose of (Building) EMPLOYEE OF THE MONTH PROGRAM/AWARD is to:

- Recognize outstanding full-time and part-time employees of (Building) who embody ASC's values of C.A.R.E. (COMPASSION·ATTENTIVENESS·RELATIONSHIPS·EXCELLENCE).
- Reward those employees who show exemplary individual achievement, contribution, and performance in their jobs and other related duties beyond their own offices.
- Acknowledge those whose efforts have inspired and supported the performance and achievement of others.
- Provide awards to such employees by a means that is fair, with equal consideration of all eligible staff, regardless of the level of responsibility within ASC.
- Provide monthly recognition of a staff member who demonstrates:
  1. A positive attitude toward work responsibilities, co-workers, and customers, and serves as a role model for others.
  2. ASC's Values of C.A.R.E.
  2. Commitment to quality in carrying out job responsibilities, and is an asset to the (building) community.
  3. A willingness to exercise servant-leadership, take initiative, and accept and carry out additional responsibilities beyond regular job assignments for the good of the campus community as a whole.
  4. Must have been with ASC for at least 30 days, good attendance and must not have any active disciplinary action pending.

# EMPLOYEE OF THE MONTH NOMINATION FORM

NAME OF NOMINEE

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DEPARTMENT/TITLE

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BRIEFLY DESCRIBE HOW THIS NOMINEE REPRESENTS (Building) -  
GIVE SPECIFIC EXAMPLES USING THE FOLLOWING CRITERIA:

- HOW DOES THIS NOMINEE EXEMPLIFY ASC'S VALUES OF CARE?  
(COMPASSION·ATTENTIVENESS·RELATIONSHIPS·EXCELLENCE)
  
- HOW DOES THIS NOMINEE ENHANCE THE (buildings) COMMUNITY THROUGH THEIR SERVICE  
AND CONTRIBUTIONS?
  
- DESCRIBE HOW THIS NOMINEE IS COMMITTED TO QUALITY AND EXCELLENCE.
  
- ADDITIONAL INFORMATION·

NOMINATED BY

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DATE

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