**Employee of the Month Program**

The Callaway County Employee of the Month Program is designed to recognize employees for going above and beyond their basic job duties. Some of the qualities that the Employee of the Month Selection Committee looks for include but are not limited to:

**Willing to Assist Others Dependable Takes Initiative**

**Customer Oriented Courteous Works Well With Others**

Nominee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please describe how the nominee makes a difference in the following areas:**

1.) Interaction with Co-Workers:

2.) Interaction with Customers/Public:

3.) Describe how the nominee has gone above and beyond his/her normal duties:

4.) Why do you think the nominee should be selected as Employee of the Month?

5.) Comments:

**Please provide the following information in case the Selection Committee needs additional information about the nominee:**

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_