



## Employee of the Month

### Recognition

Nominations for non-supervisory Employee of the Month are due no later than the 25th of the month. Any non-selected candidate can be re-submitted the following month. The nomination package must contain accomplishments within the past 30 days.

### Criteria for all Nominations

Nominations must be submitted on the “Employee of the Month Nomination Form” located at <https://www.msema.org/mema-newsletters> no later than the deadline listed above. Selection for Employee of the Month will be based on two primary criteria: duty performance and professionalism.

Duty Performance: Nominations should capture notable duty performance and job achievements along with results. There is adequate space on the nomination form to describe duty performance for the reporting period. There is no right or wrong format. Maximize the space to give a full picture of their outstanding performance.

Professionalism: Nominations should capture the nominee’s initiative, attitude, diligence, dependability, and devotion to the team.

Examples:

John Doe was responsible for researching the procurement regulations for ... and prepared the contract for .... The contract was developed ahead of the initial schedule. The result of John’s efforts ensured that MEMA was able to provide uninterrupted service to Doe county. This proactive effort saved the county \$2,000 and enabled the work to proceed without delay.

John was also pivotal in orchestrating the delivery of .....

### Selection Panel

The Deputy Director will convene a selection panel comprised of Office Directors and equivalent. The panel will review the nomination packages and score accordingly. In the event of a tie, the Deputy Director will break the tie.

### Incentives

- Certificate and photo in MEMA Newsletter
- Photo placed on the recognition board at the SEOC
- Designated parking space at the SEOC



## Employee of the Month

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**Nominee's Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

1. Describe the employee's duty performance, notable achievements, and results for the award period. (30 points)

2. Describe the employee's professionalism, initiative, attitude, diligence, dependability, and devotion to the team (10 points)