

AIM Independent Living Center

Our Best....Always!

Employee Recognition Program

Employee of the Month Nomination Form

Please consider the **CORE Characteristics** and **Nomination Examples** listed below as guidelines to complete the nomination form.

CORE Characteristics

Respect

Treating those we serve and with whom we work with compassion, demonstrating a high regard for the dignity and worth of each person.

Integrity

Honesty and straightforwardness in all relationships.

Quality

Continuous improvement through creativity and teamwork.

Advocacy

Fostering the overall well-being of the community, especially those we serve, through advocacy, community service and responsible action as a corporate citizen.

Resourcefulness

Effective stewardship of the community's trust through innovative and responsible management of human and fiscal resources.

Nomination Examples

- Employee suggestion that measurably improves a work process.
- Participates in an inter-agency project with successful outcome.
- Assists a consumer beyond the call of duty (must be outside scope of normal duties).
- Demonstrates fiscal awareness resulting in additional revenue or expense reduction.
- Prevents a major disaster (medical, hospital, infrastructure, legal liability).

AIM Independent Living Center

Employee of the Month

NOMINATION FORM

Nominee Name: _____

Department/Team: _____

Please give specific examples of how the nominee has carried out the AIM Core Values.

Nominators Name _____

Date _____

Any additional comments can be attached. Please submit the Nomination Form by inter-office mail to Admin by the 15th of the month for consideration for the next month's selection process.