



Employee of the Month Nomination Form

The Employee of the Month program is intended to provide frequent and ongoing recognition of our stellar staff throughout the Roosevelt School District. It is important to honor and recognize those who exhibit a commitment to exemplary performance, have an inherent tendency to serve beyond the call of duty, and who foster a positive environment for students, families and staff.

Any staff member may nominate another staff member during any nomination window throughout the year by completing the form below and returning it to the District Office.

I/We wish to nominate: Nominee Job Title:

Classification of Nominee: Certificated Classified

Please use the rubric below to rate your candidate for Employee of the Month. Selection of the candidate for Employee of the Month will be based on the scores and evidence you provide below, in the following criteria categories:

- **R**EMARKABLE
- **S**ERVICE
- **D**EDICATION

Rating Rubric

- 0 = No evidence provided
- 1 = Regular Duty; Anticipated Scope
- 2 = Good Work, but Average in Scope
- 3 = Above Average & Notable
- 4 = Compelling & Extraordinary

R EMARKABLE	Score
Employee regularly demonstrates the ability to perform thorough and accurate work; with a tendency to reach beyond average expectations.	
The employee's special trait/talent/skill has a positive effect on students, staff and/or the community.	
Performs work that brings positive attention and distinction to the school, district and/or community.	
Add total score for this category:	
Please provide specific examples/details that you have observed first-hand to support the selected category/categories above (additional sheets may be attached if needed). The selection committee will use the comments you provide to determine who shall be recognized each month.	

S ERVICE	Score
Treats co-workers, supervisors, faculty, students, clients, and community with respect.	
The employee is a resource for others by providing advice, guidance, feedback, and	

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encouragement.	
The employee consistently takes an active leadership role in planning or serves on committees that plan school/district activities. He/she not only helps to plan the activity but also actively participates in the event.	
Add total score for this category:	
Please provide specific examples/details that you have observed first-hand to support the selected category/categories above (additional sheets may be attached if needed). The selection committee will use the comments you provide to determine who shall be recognized each month.	

D EDICATION	Score
Demonstrates an intense commitment to provide excellent service to co-workers, students and families.	
The employee distinctly and consistently demonstrates a commitment to excellent in his or her work by always meeting or exceeding expectations.	
The employee willfully reaches out to colleagues in need to support student achievement efforts and performed an act or acts which ensure needs were met.	
Add total score for this category:	
Please provide specific examples/details that you have observed first-hand to support the selected category/categories above (additional sheets may be attached if needed). The selection committee will use the comments you provide to determine who shall be recognized each month.	

Nominated by:

Telephone:

Email:

Date:

All nomination forms are due by the 15th of the month,
Or the first business day immediately following should that date fall on a holiday or weekend.

PLEASE SUBMIT COMPLETED NOMINATION FORM TO:
Marcus Davis by email to: marcus.davis@rsd66.org or hard copy to the District Office
Questions may be directed to Marcus Davis at (602) 305-4750