

**UMATILLA MORROW HEAD START  
Employee of the Month/Year**

**Selection Process**

Nominations for Employee of the Month must reach the Human Resources Department at the Hermiston Main Office by the first of each month. The application must be completed and submitted to the Awards Committee who will review, then score applications and make a decision within one week. Announcement and Presentation of the award will be made at the Employee’s work site in a special manner. If a nominee for one month is not selected, a new application needs to be submitted for that employee to be considered in a subsequent month. Employees cannot receive the award more than one month out of the year.

Employee of the Month will be selected from September through April. The winners from each month will be considered for the Employee of the Year Award. The announcement and presentation for Employee of the Year will be made at Revision or Wellness Day.

**Award**

The Employee of the Month will receive recognition on a plaque, on the website and a \$25 Gift Certificate. The Employee of the Year will receive a special insignia denoting “Employee of the Year” on the plaque, an Agency Polo with “Employee of the Year” embroidered on it, and a \$50 Gift Certificate.

**Criteria for Selection**

- 1 Must be an employee of the agency who has successfully completed the 6 month introductory period.
- 2 Must demonstrate exemplary performance or contribution in one or more of the following areas: teamwork, leadership, promotion of safety in the workplace, outstanding performance, and/or interest and progress toward professional development. The employee must also exhibit reliable and dependable attendance/punctuality.

**Rating Criteria:**

**Maximum points**

**Exemplary performance or contributions in:**

1	Teamwork	.....	<b>30 points</b>
2	Leadership	.....	<b>30 points</b>
3	Outstanding Performance	.....	<b>30 points</b>
4	Supervisory Support	.....	<b>10 points</b>

**TOTAL POINTS .....100 points**

The Awards Committee will make final selection. The committee will consider completeness of application.

**UMATILLA MORROW HEAD START**  
**EMPLOYEE OF THE MONTH**  
**APPLICATION**

I would like to nominate (name) \_\_\_\_\_,  
 a (job title) \_\_\_\_\_ at (center/site) \_\_\_\_\_  
 for employee of the month of (month) \_\_\_\_\_. Please consider the following information  
 in assessment for this award.

***Please include comments and examples of exemplary performance or contributions in each area listed in the selection criteria in order for application to be considered.***

*\*if more room is needed, please feel free to use a separate sheet of paper\**

**OFFICE USE ONLY**

Teamwork <b>(30)</b> – <i>positive support/interaction with fellow employees</i>	
Leadership <b>(30)</b> – <i>sets a positive example for others to follow</i>	
Outstanding Performance for the Month Nominated <b>(30)</b> – <i>special contribution this month that had a positive impact on children, families, and/or staff</i>	
Supervisory Support <b>(10)</b> <i>committee will contact supervisor for support - does not need to be in writing.</i>	
<b>TOTAL POINTS:</b>	