

**College Of Southern Nevada
Classified Employee of the Month Nomination Form**



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|-----------|--|-------------|--|
| Nominee: | | Department: | |
| Position: | | Campus: | |

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|---------------|--|-------------|--|
| Nominated by: | | Department: | |
| Email: | | Extension: | |

The purpose of this award is to recognize exceptional classified employees who stand out among the many employees that consistently perform at a high level.

The nominee must be a classified employee at CSN for at least one (1) year.
A candidate can be only awarded once in a 36-month period.

The Classified Employee of the Month will receive \$200.00, a certificate, a designated parking spot and be recognized on a plaque at all three (3) campuses.

All nominations are scored blindly, so while completing page 2, please do not use the employee's name or department. Any nomination form that includes name or department may be returned for correction.

Please make sure to give specific examples for each category listed on the form.
Each category will be given a maximum of 5 pts.

All nomination forms must be submitted by the 10th of the month.

Please email completed form to Connie Jo Harris at Connie.Harris@csn.edu

Thank you for taking the time to nominate an Outstanding Classified Employee!

Connie Jo Harris
Vice President – Classified Council
702.651.4207

Please answer the following questions about the nominee including specific examples.

Attitude - Does (did) the nominee display a positive attitude? (5pts)

Job Knowledge / Performance - Does (did) the nominee go above and beyond in their job performance? (5pts)

Dedication - Does (did) the nominee show dedication to CSN's mission and values? (5pts)

Helpfulness - Does (did) the nominee provide exceptional customer service to CSN's students, faculty or staff?(5pts)

Please list any other specific achievements that makes this nominee shine. (5pts)