



## Worksheet 5c.A3

### Competency: Initiative—Employee of the Month

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Determine the structure of the Employee of the Month program by responding to the following questions:

- How are employees of the month selected? If a committee takes on this role, who are the committee members, and how are they chosen? How are employees of the month chosen (e.g., consensus, voting)?
- What are the criteria for a nomination?
- How will you communicate these criteria communicated to all staff?
- How are employees nominated?
- How will you recognize the employee of the month (e.g., a certificate, prime parking space, name on a plaque)?
- How will you communicate the selection of the employee of the month to all staff (e.g., all-staff email, poster in agency office, blurb in agency newsletter, update on agency website)?

