
FOUNDATION'S OUTSTANDING CLASSIFIED EMPLOYEE OF THE YEAR

Nomination Form

Please submit to Jeffrey Metcalf, RDMT 319 J, no later than **March 23, 2012**.

Employee you are nominating:	Employee's Department:
Your name (nominator):	Your telephone extension:

The following criteria will be used by the selection committee to select the Outstanding Classified Employee of the Year:

Item 1

Please list specific examples of what this employee has done that was above and beyond their job description. The nomination is rated solely on the detailed examples given to show excellence in service above and beyond their standard job description. These examples should also include excellence in service to TMCC students, faculty and staff.

Attach further documents if needed.

Item 2

A minimum of two years of service at TMCC that includes one year in present position or equivalent time if in a part-time position. The nominee must have been employed at TMCC on or before December 31, 2011.

Item 3

Each nomination is reviewed for selection based upon the nominee's accomplishments for continued above and beyond service to TMCC for the calendar year 2011.

Item 4

Two letters of support from other TMCC employees (classified or professional). The original nomination letter and both letters of support must be no more than one page in length.

Reminder:

The cover sheet/nomination form and the two letters of support must be submitted in a confidential envelope to Jeffrey Metcalf in RDMT 319 J by 5 p.m. **March 23, 2012**.