CAPRICORN	**EMPLOYEE OF THE MONTH NOMINATION FORM**	**Form: 01/61** **Date: 24/06/09** **Page: 1 of 1**
ITEM (S) REVISED:	First Issue	
REVIEW DATE:		

This form is to be completed by the employee making the nomination and forwarded to the Executive Assistant – General Manager People. Please place 2 copies of the nomination in a sealed envelop in the HR in tray and retain 1 copy for your own record.

An employee must have completed a minimum of six months' continuous service to be eligible for nomination. Successful "Employees of the Month" are unable to be nominated again in the current financial year. Managers and above are ineligible for nomination.

When making your nomination, please remember that an employee should not be nominated just because they perform their duties well and are pleasant to both members and fellow staff members - this is, after all, an everyday part of their job function. The nomination should be for **OUTSTANDING WORK AND CONTRIBUTION** to Capricorn. Consideration of the following qualities should be taken into account when recommending an employee:

- Displays a positive attitude towards Capricorn, its policies and procedures
- Team work and commitment to their department
- Strives for improvement
- Attitude towards fellow employees
- Shows initiative when required
- Any outstanding duties performed in a one-off situation
- Attitude towards Members and Suppliers
- Extraordinary job performance
- Exemplary punctuality and attendance
- Appearance/grooming standard
- Advocating 'The Capricorn Way' – Co-operation, Loyalty, Integrity, Innovation

To be completed by the person making the Nomination

Employee nominated _____ Nominated by _____

Position _____ Position _____

Department _____ Department _____

The reasons I would like to nominate the above mentioned employee for an "Employee of the Month" award are as follows:

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_____

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_____ _____ _____

Signature **Name** **Position**