

Employee Recognition Nomination Form

Please use this form to nominate an employee for Lorco Employee of the month program.

Nominee's Name	
Nominee's Department	
Reason For Nomination	
Date	

Note:

1. Please Nominate permanent employee
2. When providing reason for nomination, use specific episodes of positive traits, high level of job performance and quality standards

Nominator's Name	
Nominator's Department	
Nominator's Signature	
Date	

Rules:

1. All permanent employees are eligible to make ONE nomination per month
2. Do not leave any column blank
3. Submit the completed form to Supervisor in a sealed envelope or to HR before due date
4. Nominations are reviewed by the committee and nominations will be kept confidential by HR

Received on (date) _____