555 SW Coast Hwy • Newport, OR 97365-4934
541-265-8801 • 541-265-5589 (Fax)

EMPLOYEE OF THE MONTH NOMINATION FORM

****** (Or Attach Your Own Recognition Form) ******

Nominee Name _____ Title _____
Your Name_____ Title_____
Business Name _____
Address _____City_____ Zip _____Phone_____
Length of Service_____Month of Nomination_____

PLEASE COMMENT ON EMPLOYEE

******Please keep in mind that the criteria to be considered for Employee of the Month includes Knowledge of the Area, Friendliness, Quality of Service, and Role Model for fellow employees. ******

GUIDELINES FOR EMPLOYEE OF THE MONTH

♦Employee (paid or as an unpaid volunteer) must be associated one year or longer with company.
♦The Employee of the Month qualifies to be selected as Employee of the Year.
♦Nomination Forms will be kept on file for 90 days. The forms on file will be used to choose an Employee of the Month.
♦Employees may be nominated more than one time in 12 months, but if chosen Employee of the Month, they may only receive this award one time in a period of 12 months.

PLEASE RETURN: ATTENTION MIKE YOST
Phone: (541) 265-8801 or Fax: (541) 265-5589