



STAFF MEMBER OF THE MONTH AWARD

Nominations due on the 20th of each month by 5 p.m.

PURPOSE

The purpose of the Staff Senate Staff Member of the Month award is to recognize staff members who have served Palo Alto College in an exceptional manner by exemplifying outstanding service through his or her work and exhibiting a positive and supportive attitude.

CRITERIA

The nominee must be:

- A full-time or part-time employee
- Employed at Palo Alto College at least 1 year (for full-time staff member) or 2 years (for part-time staff member) prior to being named as the recipient of the award (which will be verified)

The following criteria should be considered when filling out the Staff Member of the Month forms:

Attitude and Commitment

- Dedicated to fulfilling job responsibilities
- Demonstrates excellent customer service skills
- Consistently dependable

Interpersonal Skills

- Displays a helpful, cooperative, and positive attitude towards superiors, co-workers, and students
- Uses effective listening skills
- Has a team-player attitude

Work Performance

- High overall quality of performance and completes work assignments on time
- Controls high stress situations tactfully and calmly
- Willingness to learn, take on new responsibilities, and/or train others

Personal Traits

- Professional demeanor
- Conscientious, honest, hard-working
- Demonstrates PAC pride

NOMINATION

- Nominations may be submitted by Palo Alto College employees.
- All nomination forms must be submitted by the 20th of each month. If the 20th falls on a Saturday, Sunday, or a holiday, the nomination will be accepted the following working day.
- Nominations will be active for six months, and those nominated—but not selected—will be reconsidered while active.
- Current serving Staff Senators are not eligible to be nominated.

REVIEW/SELECTION

- Committee meets no later than the third of each month to review nominations.
- The committee consists of Staff Senators.
- Once selection has been made, the supervisor of the awardee will be notified.

AWARD

Each Staff Member of the month will be recognized with the following:

- An in-person announcement and presentation
- Lunch at awardee's choice of restaurant near or around campus
- Plaque
- Parking space for the selected month