**Department of Medicine**

**EMPLOYEE OF THE MONTH**

Nomination Criteria

### Nominees must be in continuous service with the Department of Medicine for at least twelve months including HSF or UAB employment.

### Nominees must be regular status UAB or HSF employees of the Department of Medicine.

### Former Employees of the Month are eligible for subsequent nomination twelve (12) months following selection.

### Employees are eligible for nomination for Employee of the Month independent of ethnicity, race, color, national origin, gender, gender expression, age, faith, religion, political affiliation, sexual orientation, physical appearance or disability, or veteran status.

### Nominations to be considered should be in the format outlined in the Employee of the Month nomination form. Nominations not in the format will be returned for revision.

### Nominations for Employee of the Month may be submitted by all UAB and HSF employees, including division directors, administrators, faculty and staff, etc. Multiple nominations for a nominee are accepted and encouraged.

### Nominations are encouraged for employees who exhibit exceptional performance, who embody the principles of the DOM Staff Mission Statement, and who exemplify Reaching for Excellence, the foundation of AMC21, UAB Medicine’s strategic plan to become the Preferred Academic Medical Center of the 21st Century.

### Self-nominations are not acceptable and are inconsistent with the spirit of the Employee of the Month recognition.

### Members of the Selection Committee and the ad hoc procedure committee are not eligible to nominate Employees of the Month during their tenure.

Department of Medicine

 Nomination Form for

**EMPLOYEE OF THE MONTH**

I hereby nominate the following person as DOM Employee of the Month:

|  |
| --- |
| Name of Nominee:  |
| Number of Years Nominee Employed by UAB DOM (if you know): |
| Job Title of Nominee: |
| Division of Nominee: Phone # of Nominee: |
| Your Name: Your Phone #:  |
| Your Email address: | Submission Date: |

Please specify in clear print or type why your nominee should be selected as Employee of the Month, by providing clear evidence of excellence for each of the following five criteria below. Please provide specific examples for each criterion so the Selection Committee will understand why the person you are nominating should be DOM Employee of the Month!

**A. JOB PERFORMANCE** (5 points) – Especially conscientious by doing more than is required in performing his/her job; efficient, dependable, knows and follows UAB DOM policies; prompt and regular work attendance, and effective use of work time.

**B. BEHAVIOR/ATTITUDE** (5 points) – Knows the value of and demonstrates courtesy and tact in all contact with co-workers and patients alike. Projects a positive image, sincere, honest, and open-minded. Motivates and works well with his/her peers. Demonstrates Service Excellence.

**C. INITIATIVE/CREATIVITY** (5 points) – Exhibits ingenuity and resourcefulness in their service to the Department of Medicine and to UAB.

**D. LOYALTY/DEDICATION** (5 points) – Goes the extra mile to serve the DOM; has made some special or extra contribution in any way whether it is time, effort, money, active involvement in committees, fund-raising campaigns, health fairs or other activities for the DOM and for UAB.

**E. EMBODIES DOM STAFF MISSION** (5 points) – see attached DOM Staff Mission Statement and [www.uabmedicine.org/amc21](http://www.uabmedicine.org/amc21) .

**TOTAL 25 POINTS POSSIBLE**

Thank you for taking the time to recognize your co-worker. Return the completed form to the DOM Employee of the Month Selection Committee; DOM Chair’s Office, BDB 420.

**UAB Department of Medicine**

**Staff**

**Mission Statement**

We will provide the Preeminent Level of Support to our Faculty and Programs

**Vision Statement**

We make a daily commitment to grow and develop individually and as a team in order to be the best departmental support infrastructure, the standard against which others are measured.

**Pillars**

**Quality** - We care about our work. We will achieve the highest standards by continually improving the quality of services we offer. We take pride in everything we do.

**Finance/Resources** – We are reliable people. We will contribute to the financial success of the department by being fiscally responsible and operationally efficient. We will be good stewards of all resources entrusted to us.

**Growth** - We value learning. We will actively develop and perfect our interpersonal and technical skills personally and professionally to meet continually changing opportunities and challenges.

**Service** – We are service-oriented. Our service will provide expert support and will be accountable, adaptable and innovative.  In all things we will work with integrity, cooperation and professionalism and be motivated to continuously improve our methods.

**People -** We treat all people with respect. We will create a collaborative environment that emphasizes education, teamwork, integrity, and quality.