

# Crown Point Community School Corporation



## Employee of the Year

### THE ELIGIBILITY REQUIREMENTS FOR NOMINEES

This award is open to all classified employees in the Crown Point Community School Corporation. An individual may be nominated who works full-time or part-time in any classified position.

An individual who is nominated should perform his or her duties in such a manner that he/she significantly contributes to the functioning of the Crown Point Community School Corporation. The focus should be on the work done by the employee during the regular course of his/her employment. An outstanding employee will exhibit all qualities in the following areas:

1. Outstanding performance in carrying out duties:
  - Works efficiently and diligently to complete duties in a timely fashion
  - Shows desire and ability to exceed established quality standards
  - Has excellent attendance and punctuality
  - Shows initiative in carrying out the duties of the job
2. Enriches and improves the positive work environment
  - Creates and fosters a positive work environment
  - Motivates others
  - Communicates effectively (expressive and receptive)
  - Promotes better education for students
3. Personal Characteristics
  - Exhibits a positive attitude
  - Demonstrates care and support for others
  - Possesses high goals and standards
  - Demonstrates consistency

**Please complete the following:**

**Your First and Last Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Relationship to Nominee:** (Check One)

Fellow employee  Former student  Current student  Parent of a student  Other \_\_\_\_\_

**Do you want your information to be kept confidential? Yes:  No:**

**Employee's First and Last Name:** \_\_\_\_\_

**Building/Location:** \_\_\_\_\_ **Department/Position:** \_\_\_\_\_

**Please write a brief statement of why you think this staff member should be Employee of the Year.**

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Add any additional supporting statements on the back.

All nominations must be received by **March 1st**

**Mail form to: CPCSC Teacher and Employee of the Year, 200 E. North St., Crown Point, IN 46307**