



# Moraga Employee of the Month Nomination Form

*"Recognizing Moraga's Courteous,  
Friendly and Helpful Employees"*

*Sponsored by the Rotary Club of Moraga &  
The Moraga Chamber of Commerce*



Today's Date \_\_\_\_\_ Name of person filling out this form \_\_\_\_\_

Name of Employee \_\_\_\_\_ Total No. of Years with Employer \_\_\_\_\_

Employee Position Title \_\_\_\_\_ Year employee first started working for employer \_\_\_\_\_

Brief Job Description of Employee Position \_\_\_\_\_

\_\_\_\_\_

Name of Employer \_\_\_\_\_ Employer Phone No. \_\_\_\_\_

Reasons why this Employee Deserves the Award (i.e. superior customer service with examples; ways employee has contributed to company's success; volunteer efforts in community or for charitable cause; attendance; etc)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

One Example that Shows the Value of this Employee \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

On a Scale of 1 to 10 please rate the Employee in the following areas: Competence \_\_\_\_\_ Innovation \_\_\_\_\_  
Attendance & Punctionality \_\_\_\_\_ Customer Service \_\_\_\_\_ Community Service \_\_\_\_\_ Relations with other Employees \_\_\_\_\_

Name of Nominating Person \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

Forms to be filled out and submitted by the 15<sup>th</sup> of each month. Winners to receive \$100 gift card(s) and to be presented at a monthly Rotary meeting. Those not chosen will be kept in nomination for a period of six months. Forms can be printed online at <http://moragachamber.org/> and faxed to 925-376-8002 or mailed to the Moraga Rotary Club at P.O. Box 122, Moraga, CA 94556

