

# Employee of the Month

## Updated Nomination Process

Facilities Human Resources has updated the Facilities Employee of the Month Recognition program. This program showcases the efforts of eligible employees who deserve to be recognized for their fantastic work. Follow these three simple steps below to nominate someone today!

### 1 Recognize

It's important to recognize our coworkers for being valued team members. Take note if you see hard work and effort that contributes to the mission and values of the University and Facilities.

### 2 Nominate

You'll need the updated Employee of the Month form in order to officially nominate someone. You can find the form by visiting:

- Amy Millman in the Facilities Management building or Emeka Ezidinma in the Facilities Administration building.
- Facilities Website: [facilities.gmu.edu](https://facilities.gmu.edu) - About Us - [Employee of the Month](#)  
Click the NOMINATE button at the bottom of the page to download the form.
- Microsoft Teams - Teams - FACILITIES ALL-GRP - Human Resources  
You'll find an Employee of the Month Nomination form in this folder.

### 3 Submit

Once your form is complete, you can submit using one of the following methods.

- Email - You can submit the completed form to Emeka Ezidinma at [eezidinm@gmu.edu](mailto:eezidinm@gmu.edu).
- Drop Off - You can drop off the printed form with Emeka Ezidinma's desk in the Facilities Administration building.
- Microsoft Teams - Teams - FACILITIES ALL-GRP - Human Resources  
This form will automatically send to the Facilities HR team once submitted

## Questions?

Reach out to Facilities HR Director, Ronda Hetterson, at [rhettters@gmu.edu](mailto:rhettters@gmu.edu).