



# EMPLOYEE OF THE MONTH PROGRAM

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HEALTHSTAR PHYSICIANS OF  
HOT SPRINGS AUTHORIZES THE OUTSTANDING EMPLOYEE  
OF THE MONTH AWARD TO HONOR THOSE EMPLOYEES  
WHO PERFORM THEIR DUTIES AT AN OUTSTANDING LEVEL  
OF SERVICE. THE AWARD WAS ESTABLISHED TO  
RECOGNIZE THE EFFORTS OF THOSE EMPLOYEES WHO  
PERFORM WITH A SUPERIOR LEVEL OF COMMITMENT,  
PARTNERSHIP, ACCOUNTABILITY, POSITIVE ATTITUDE,  
AND ABILITY TO EMBRACE CHANGE.

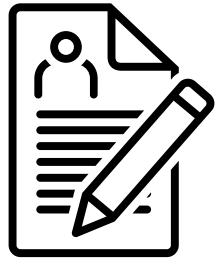
## EOM NOMINEES SHOULD POSSESS TWO OR MORE OF THE FOLLOWING CHARACTERISTICS:

- HIGHLY ENGAGED AND COMMITTED TO THE MISSION, VISION, AND VALUES OF THE ORGANIZATION.
- A "CAN DO" ATTITUDE; GOES THE EXTRA MILE IN GIVING TO THE ORGANIZATION AND DOING THEIR BEST.
- FUNCTIONS IN A SPIRIT OF PARTNERSHIP WITH OTHER EMPLOYEES AND WITH THEIR CUSTOMERS.



- HAS A CLEAR UNDERSTANDING OF PERSONAL ACCOUNTABILITY AND TENDS TO LOOK TO THEMSELVES FIRST FOR RESOURCES AND SOLUTIONS. INSTEAD OF ASSIGNING BLAME, THEY FIX PROBLEMS.
- EMBRACES CHANGE AND LOOKS FOR WAYS TO REINVENT THEMSELVES WHILE CONTINUING TO PROVIDE A HIGH LEVEL OF VALUE TO THE ORGANIZATION.
- HAS AN EXCEPTIONAL WORK PERFORMANCE.

# NOMINATION PROCESS



- Any employee can nominate another employee for the Employee of the Month (EOM) Award.
- Multiple people may collaborate on a nomination.
- All EOM nominations must be submitted by the 15th of the month.
- Nominations for EOM should be based on the nominee exhibiting two or more of the characteristics listed on the previous page.
- The nomination form is the primary source of information for review purposes. For this reason, specifics about the nominee's contributions and accomplishments are vital to the process.
- Nominees who have received the award in the prior 24 months will not be considered.
- Nominees who are currently not in good standing with HR will not be considered.
- All nominations are treated as confidential until potentially selected as EOM. However, excerpts from nomination forms or attachments may be published for persons selected as EOM.
- Nominations remain under consideration for 3 months after nomination.
- HealthStar's Admin Team\* is not eligible to be nominated for EOM.
- EOM winners receive a trophy, \$100 cash, and 8 hours of PTO!
- Go to <https://hipaa.jotform.com/230384330683151> or scan our QR code to complete the EOM Nomination Form.
- Employees who have questions or need assistance with this policy are encouraged to contact their immediate supervisor or HR.



## SELECTION PROCESS

- Before the end of each month, HealthStar Administration will meet to review the nominations and to select the Employee of the Month.
- The recipient will be notified by a member of the Admin Team.
- The selection is announced around the first of the following month, when the *HealthStar Times* is released.
- The selected EOM will be recognized on HealthStar's intranet, social media outlets, newsletter, and LED billboard. They will also receive a trophy, \$100 cash, 8 hours of PTO, and a certificate of award!

\*HealthStar's Admin Team consists of: Rachel Wallis, Brenda Southerland, Kimberly Sandifer, Heather Lowrey, Lisa Galster, Gabby Sheets, & Jared Hanig.