**PENTAGON TSG EMPLOYEE OF THE MONTH PROGRAM**

Criteria for selecting the Pentagon Technologies Employee of the Month is based upon the organization's values, goals, and culture. Below are some key criteria commonly considered when recognizing an outstanding employee:

**1. Performance and Results:**

* Consistently achieves or exceeds performance targets and goals.
* Demonstrates exceptional productivity and efficiency in their role.

**2. Initiative and Innovation:**

* Takes the initiative to go above and beyond their regular duties.
* Contributes innovative ideas that positively impact the team or company.

**3. Teamwork and Collaboration:**

* Collaborates effectively with team members and other departments.
* Demonstrates a positive and supportive attitude toward colleagues.

**4. Customer Service:**

* Provides outstanding service to clients, customers, or internal stakeholders.
* Receives positive feedback from clients or customers.

**5. Adaptability:**

* Adapts well to changes and challenges in the workplace.
* Demonstrates flexibility in handling different tasks and responsibilities.

**6. Leadership Qualities:**

* Exhibits leadership qualities, even if not in a formal leadership role.
* Inspires and motivates team members.

**7. Professionalism:**

* Maintains a high level of professionalism in interactions with colleagues and clients.
* Upholds the company's values and code of conduct.

**8. Continuous Learning:**

* Shows a commitment to personal and professional development.
* Actively seeks opportunities to learn and grow within the organization.

**9. Problem-Solving Skills:**

* Effectively identifies and resolves problems or challenges.
* Demonstrates a proactive approach to addressing issues.

**10. Reliability and Punctuality:**

* Consistently meets deadlines and delivers work on time.
* Demonstrates reliability and dependability.

**11. Positive Attitude:**

* Maintains a positive and optimistic attitude, even in challenging situations.
* Contributes to a positive workplace culture.

**12. Attendance and Work Ethic:**

* Has excellent attendance and demonstrates a strong work ethic.
* Shows dedication and commitment to their role.

Employee Being Nominated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Nominated For (circle those that apply)**

1 2 3 4 5 6 7 8 9 10 11 12

Nominated By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_