



## San Diego Miramar College Classified Senate

### Classified Employee of the Month

#### 1. Program Overview

- **Goal:** Recognize and reward outstanding classified employees who consistently demonstrate exceptional work ethic, contribute to a positive campus environment, and go above and beyond their duties.
- **Nomination Process:** Open to all classified employees (including supervisors). Any employee can nominate.
- **Prize:** A reserved parking spot for the month, which can be managed by Facilities (for storage and moving as needed).

#### 2. Timeline

- **Launch Date:** Beginning of each semester ("Dark" in July and December).
- **Nominations Open:** First week of each month.
- **Winner Announced:** At the start of the following month (typically the first day or the first Monday of the month).

#### 3. Process

- **Nominations:**
  - Email to Miramar DL announcing that Nominations period is open
    - Include link to form (aligns scorecard) – [draft form](#)
    - Deadline – 1 week to submit names
    - Nominations close
- **Review & Selection:**
  - Classified Senate Executive Council will
    - Review all nominations and complete the scorecard (done either via email or at the next executive council meeting)
    - Review scores and select winner (in the event of a tie, the President will make the final selection)
- **Announcement:**
  - Email to Miramar DL announcing the Classified Employee of the Month
  - The applicable Senator at-Large will coordinate the reserved parking space

Approved 3/4/2025



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Classified Employee of the Month – Evaluation Scorecard

**Employee of the Month Scorecard**

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Month: \_\_\_\_\_

Evaluations Criteria (Score each category on a scale of 1 to 10, with 10 being the highest):

1. Teamwork (20%) - Actively supporting colleagues, offering help when needed, and contributing to the team's success within their department.  
a. Score: \_\_\_\_ x .20 = \_\_\_\_\_
2. Collaboration (20%) – Ability to work well with colleagues, contribute to goals, and support others outside of their department.  
a. Score: \_\_\_\_ x .20 = \_\_\_\_\_
3. Engagement (20%) – with supporting students & colleagues, departments, classified senate, or institution  
a. Score: \_\_\_\_ x .20 = \_\_\_\_\_
4. Creativity (20%) - Willingness to take initiative, solve problems, and suggest improvements.  
a. Score: \_\_\_\_ x .20 = \_\_\_\_\_
5. Adaptability (10%) - Being flexible and willing to embrace change in the workplace.  
a. Score: \_\_\_\_ x .10 = \_\_\_\_\_
6. Attitude (10%) – Demonstrating positive energy, enthusiasm, and a collaborative spirit. Interaction with students, general professionalism, and commitment making the invisible, visible.  
a. Score: \_\_\_\_ x .10 = \_\_\_\_\_

Total Score Calculation

Total Score: \_\_\_\_/10

Additional Comments:

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Evaluator's Name: \_\_\_\_\_

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

Final Decision: [check box] Selected/Not Selected

(Signature): \_\_\_\_\_

**NOTE: CHATGPT was used to draft this document**