

FOL—Employee of the Year Award Criteria

The Malvern/HSC Public Library is blessed with an experienced and committed staff, employees who go far beyond the call of duty on a daily basis. The employees, from the Librarian to high school-age pages, provide the day-to-day services to the thousands of users who visit the library yearly. All employees are flexible and willing to adjust to demands of the position. The purpose of the Employee of the Year Award is to recognize an employee who consistently goes the extra mile in implementing the mission of the Library.

Criteria

- 1.) The honoree shall have been an employee of the Library for a minimum of one year, either as a full-time or part-time status.
- 2.) The honoree shall be steadfast and dedicated in support of the HSC/Malvern Public Library and its mission.
- 3.) The honoree provides demonstrates leadership characteristics to colleagues.
- 4.) The honoree volunteers to assist with special events and projects—even when off-duty.
- 5.) The honoree consistently demonstrates a pleasant, helpful attitude to patrons, volunteers, and fellow employees.
- 6.) The Employee of the Year recipient may receive the award on more than one occasion, though not twice in a row.

Procedures for Nomination

- 1.) Nominations should include an explanation of how the nominated employee meets a reasonable numbers of the above criteria.
- 2.) Nominations shall be received in written form at the Library during regular operating hours by 5 p.m., Feb. 10, 2018.
- 3.) Nominations may be submitted as Word documents via email attachment at the following Email Address: hotspringcolibfriends@gmail.com