

**Riverside City College**  
**Dave Dant Employee of the Month**  
**Nomination Form**  
**Deadline - Last Working Day of Each Month**

Riverside City College recognizes the integral role that each of our Riverside City College classified staff plays in the success of the college's daily operations. The Dave Dant Employee of the Month Award program allows RCC staff, faculty, and management the opportunity to acknowledge classified professionals for their extraordinary efforts and dedication in fulfillment of the mission and strategic goals of the college.

I wish to nominate:

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

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

**Title:** \_\_\_\_\_

Please check each criterion as it applies to your nominee and provide SPECIFIC EXAMPLES beneath each criterion as it applies to your nominee.

**Promoting RCC Strategic Goals**

**I can personally attest the nominee demonstrates a commitment to the accomplishment of Riverside City College's strategic goals: Student Success, Student Access, Institutional Effectiveness, Resource and Learning Environment Development, and Community Engagement.**

**Comments:**

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**Personal Traits**

**I have observed the nominee demonstrate admirable personal traits by:**

- Consistently exhibiting a team player attitude
- Exhibiting knowledge of RCC policy and procedures
- Controlling high stress situations tactfully and calmly
- Using effective listening skills when assisting students, staff, or faculty
- Providing outstanding customer service when dealing with students, staff, or faculty
- Maintaining a positive attitude every day

**Comments:**

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**Interpersonal Skills**

**I have observed the nominee demonstrate exceptional teamwork skills by:**

- Consistently maintaining an overall quality of performance
- Voluntarily assisting co-workers in order to complete important department projects
- Consistently dependable and is punctual in reporting to work
- Taking the initiative when new learning and job opportunities arise
- Recognizing the benefit of working within diverse team environment
- Exhibiting the ability to train others and gladly willing to do so

**Comments:**

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**Exemplary Service**

**I have observed the nominee demonstrate superior contributions in service through:**

- Exhibiting outstanding leadership skills
- Exceptional customer service skills
- Being recognized as a marvelous motivator
- Serving as a role model to others around them
- Continuously going above and beyond the requirements of their job
- Achieving success while under pressure

**Comments:**

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## **Innovation**

**I have observed the nominee demonstrate and/or accomplish an innovative change by:**

- Developing a solution to a difficult existing problem effectively and productively or improved overall effectiveness through a new method or approach
- Advocating and implementing change for the benefit of RCC and its surrounding community
- Generating novel and valuable ideas and used these ideas to develop new or improved processes, methods, systems, programs, or services for their team or department at the college
- Actively involved in committees, fundraisers, fairs, trainings, and other miscellaneous activities
- Other examples of innovation (Please explain in space provided below)

**Comments:**

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## **Other**

**If you would like to share any additional comments about your nominee, please use the space below in which to do so.**

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**Your Name:** \_\_\_\_\_

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

**Title:** \_\_\_\_\_