

EMPLOYEE OF THE QUARTER

NOMINATION FORM

Instructions: Please complete each of the below fields to explain how the employee demonstrates the exemplary performance of both an Employee of the Quarter nominee and an Employee of the Year candidate. Additional information regarding the nomination may be attached to a *completed* nomination form, as needed.

Employee Name	Department	Field Service or Support Staff?

1. **Customer Service** - Please explain how the nominee provides a high level of service to internal customers (employees) and/or citizens.
2. **Responsibility** - Please explain how the nominee takes responsibility for attitude, actions, resources, duties, communications and results.
3. **Innovation** - Please explain how the nominee looks for opportunities to do the job better, learns from setbacks, thinks outside of the box, demonstrates willingness to try a new approach and shows openness to ideas from others.
4. **Teamwork** - Please explain how the nominee cooperates with others, focuses on common goals, understands his or her role and responsibilities, achieves end results over personal agendas and participates as part of a team.
5. **Initiative** - Please explain how the nominee takes the lead, goes above and beyond what is expected, takes calculated risks, pro-actively improves skills, and is a self-starter.
6. **Excellence / Quality** - Please explain how the nominee strives to get duties right the first time, how pride is demonstrated in work product and service, gives citizens the impression their tax dollars are well spent, is not satisfied by being average, and evaluates the quality of their work product and the satisfaction of their customers.

Submitted By	Date	Supervisor/Director Signature

Human Resources Use Only			
Received "meets expectations" or higher for each category on last performance review?	YES	NO	
Received written discipline in the past 12 months?	YES	NO	
Years of Service:	Won employee of the year last year?	YES	NO