

CITY OF SHAKER HEIGHTS EMPLOYEE RECOGNITION PROGRAM 2015-2016 NOMINATION FORM

DIRECTIONS: You must complete all information on all the lines below in order for your nomination to receive consideration. Read all the criteria of the award category you have selected before completing this form. Include as much information as necessary to answer the question: “How did this individual meet all the criteria of this award category?”

Your Name:

Your Extension:

Your Department:

Name of Nominee:

Nominee’s Department:

Category:

AWARD CATEGORIES

Dynamic Idea	All-Star Team	The Right Stuff	Act of Valor	Citizens Customer Service	Simply Phenomenal	Excellence in Leadership
<p>An employee whose idea or suggestion resulted in one of the following:</p> <ul style="list-style-type: none"> • Improved productivity • Improved public service • Provided substantial cost savings • Improved quality of work life • Improved employee morale 	<p>Intra- or inter-departmental group that:</p> <ul style="list-style-type: none"> • Accomplished a significant task above and beyond routine day to day operations • Put forth a strong effort with equal contributions by all members • Served as model of strong teamwork and cooperation • Exhibited excellent synergy 	<p>An employee who served as a role model and:</p> <ul style="list-style-type: none"> • Consistently showed superior work performance, productivity and reliability • Had a positive attitude toward fellow employees and customers • Assisted fellow employees as necessary • Had a passion for doing the job • Always put in extra effort to complete tasks • Effectively used time and resources 	<p>An employee who performed a heroic or life-saving act.</p>	<p>An employee who provided outstanding customer service concerning one incident or a pattern of assistance in multiple incidents by:</p> <ul style="list-style-type: none"> • Going the extra mile to find a resolution; • Exceeding resident expectations; • Responding with extraordinary kindness and/or attention; or • Providing exemplary service, well beyond what the situation(s) required. <p style="text-align: center;">NOMINATED BY CITY RESIDENT(S)</p>	<p>An employee who:</p> <ul style="list-style-type: none"> • Made a special effort to assist an individual with a problem, above the scope of normal job duties; or • Improved quality of the greater community; or • Accomplished a long-term goal; or • Met special criteria as established by the Committee on a case-by-case basis 	<p>An employee who led by example, not just job title, and:</p> <ul style="list-style-type: none"> • Encouraged open exchange of ideas • Shared a clear sense of direction • Shared constructive feedback and support • Respectfully delegated assignments • Treated employees fairly and with respect • Motivated and encouraged teamwork and collaboration • Demonstrated integrity and honesty • Recognized employees’ performance through regular verbal communication and periodic written evaluations

REMEMBER TO FORWARD COMPLETED NOMINATION TO NOMINEE’S DEPARTMENT DIRECTOR NO LATER THAN FRIDAY, APRIL 15, 2016

Date of Event:

Who was involved:

If your nomination is successful, would you be willing to present the award? YES

NO

Please review the criteria for the category and give specific examples of how this employee or employee group meets all criteria of the award category; cite as many specific examples as possible; provide specific examples of exceptional performance; explain how this performance is over and above the normal job responsibilities; provide detailed information in a clear and concise manner; use examples of specific incidents where/when employee exceeded expectations. Include approximate dates and names of individuals involved.

Narrative:

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