

Core Values Award Nomination Form

Instructions: Please complete this form to nominate employee(s) for a Core Values Award. Please be as specific as possible concerning the behavior that demonstrates the definition of core values.

Employee(s) Being Nominated

Name(s):

Department(s):

Employee Submitting Nomination

Name:

Department:

Working Relationship to nominee:

Date:

Core Values may be demonstrated through the following way:

1. An employee or group of employees creating an environment and culture of positive attitudes and behaviors that result in improved customer satisfaction

Nominations will be evaluated based upon the following behaviors:

- A. **Communication:** the awarded work will display the willingness to communicate openly and effectively
- B. **Respect:** the awarded work will demonstrate personal integrity and respect for others
- C. **Accountability:** the awarded work will recognize the accountability of an employee or group of employees' actions and/or decisions
- D. **Valued contributions:** the awarded work will recognize the valued contributions of an employee or group of employees
- E. **Supportive environment:** the awarded work will document the creation of a supportive, positive work environment

Please summarize the situation/event/behavior you are nominating the employee(s) for:

How did the nominated Core Values behavior improve customer satisfaction?

How does this nomination go above and beyond everyday job duties and responsibilities?

Provide any additional information you feel is important to assist the committee in evaluating this nomination.