

## **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.**