

Employee of the Quarter Nomination Form

Date: _____

Name of person being nominated: _____

Department: _____

Nominated by (optional): _____ Ph #: _____

Note: Someone from the Employee of the Quarter selection committee may need to call you and discuss your nomination. Please list a name/number (not required but requested) where you can be reached.

Provide a written explanation of what the employee you are nominating does on a consistent basis that makes him/her a candidate for Employee of the Quarter. Specific examples should be included where possible.

Eligibility and Ethics and Values Criteria:

Ethics and Values

- **Efficiency:** Doing things right; measured by a comparison of production with cost (as in energy, time, and money)
- **Transparency:** Citizens can see how public business is conducted and participate in it.
- **Honesty:** The quality of being honest or truthful
- **Innovation:** The process by which a new idea or invention adds value to the services we provide to our citizens.
- **Customer Service:** Providing courteous, helpful service that exceeds what the customer would reasonably define as normal or expected.

Eligibility

- Active employee of the city
- Employees up to and including Superintendent level
 - *City Manager, Deputy City Managers, Directors, Assistant Directors, Deputy Directors are not eligible to be nominated.*
- Has not been selected as Employee of the Quarter within the last 5 years

I am nominating the above person because they, _____

Submit completed forms to one of the following:

- Lock-box in the City Hall mail room
- Member of the EOQ Committee
- H.R. Department