



**City of San Rafael Employee Recognition Program
Nomination Form**

2018

Nominee(s) for Employee of the Quarter: _____

Position(s): _____ Department: _____

Sorry, probationary and temp/seasonal/fixed-term employees are ineligible

The Employee of the Quarter should model behaviors of a good employee including consistently exceeding job standards, being respectful of institutional policies and helpful to co-workers, exhibiting a positive, professional attitude, good customer service and people skills, and keeping a record of good attendance.

This year, the Employee Recognition Team is accepting nominations for employees that demonstrate excellence across a wide cross-section of attributes. Do you know someone who fits one or more of the below characteristics:

- **Demonstrates a positive attitude**
 - Motivates and inspires others by fostering positive relationships and teamwork, leading by example and contributing to a friendly, responsive work environment and high morale.
- **Performs legendary customer service**
 - Continuously displays tact and diplomacy in dealing with difficult situations or takes the extra step to achieve customer satisfaction. Proactively anticipates and meets customer needs or solves potential problems.
- **Exhibits a leadership role**
 - Demonstrates initiative, takes on additional duties when necessary so work will be completed in a timely, efficient manner.
- **Demonstrates a high level of teamwork, service to fellow staff**
 - Possesses a willingness to work responsively with other employees and volunteers; looks for solutions to problems that help other City employees do their jobs more efficiently.
- **Acts to improve communication and relationships**
 - Disseminates, with tact and purpose, information, ideas and resources with the public, community groups, fellow employees, departments, or other agencies.
- **Demonstrates creativity and inventiveness**
 - For example, explores alternative solutions to problems and comes up with answers that work; or looks at existing processes and devises ways to make them better.
- **Performs in an outstanding and courageous manner during an emergency situation**
 - Consideration should be given to the consequences that would have resulted if the act had not been performed.
- **Exhibits exceptional performance on a particularly challenging project or situation**
 - Task was completed in a timely and thorough manner and the work was of superior quality.

If you have been inspired by someone in your department – or someone from another department who you might have interacted with, please take the time to nominate them for recognition.

In the space provided below, please tell us about the nominee. Be sure to include detailed examples, accomplishments/qualities, situations & outcomes on how this person has positively influenced you, your department, and/or the entire city as a whole.

Name of person nominating employee

Phone

Signature

Date