



Have you been inspired by an exemplary co-worker? Since 1991, the City of San Rafael has recognized an Employee of the Quarter for their contribution to the City. This a peer-to-peer program – any staff member can nominate any other staff member. Our hope is to recognize as many people as possible, as often as possible, for all of the great work that happens at the City.

**\* REQUIRED**

WHO'S NOMINATING? \*

PHONE #

This form will be shared with the nominee unless you check the box below.

SHHH! PLEASE KEEP MY NAME PRIVATE

Save this form as a PDF and email it to:  
[human.resources@cityofsanrafael.org](mailto:human.resources@cityofsanrafael.org)

NOMINEE NAME OR TEAM/PROJECT \*

POSITION(S)

DEPARTMENT(S)

WOW FACTOR (SUMMARIZE IN 1-2 SENTENCES WHY YOU ARE NOMINATING THIS PERSON/TEAM/PROJECT) \*

You can also nominate co-workers online  
[employees.cityofsanrafael.org/employee-of-the-quarter-nomination](https://employees.cityofsanrafael.org/employee-of-the-quarter-nomination)

Not sure what to write? Use any one of the prompts below to fill out the form on the right.

- Describe how this Nominee approaches his/her work: (Do they collaborate across departments, appreciate diverse perspectives, help others succeed & assume positive intent?)
- Describe how his/her performance is exemplary? (Do they take risks, try new things, seek creative solutions, find the root problem, support and enhance the reputation of the department?)
- How does he/she support other employees? (Do they serve as a role model and contribute to a positive work environment?)
- How does he/she contribute to team work? (Are they open to change, fiscally responsible? Does he/she seek creative solutions?)
- In what ways does he/she “go the extra mile”? (Do they honor those we serve with integrity & create an exceptional customer experience?)

You can also use the Together San Rafael Guiding Principles for inspiration

- Together in Service
- Start with Community Needs
- Find Something to Say Yes To
- Reimagine the Status Quo
- Practice Openness
- Be Mindful

TELL US WHY THIS PERSON SHOULD BE EMPLOYEE OF THE QUARTER. SHARE WHAT INSPIRED YOU TO NOMINATE THIS PERSON. FEEL FREE TO USE THE PROMPTS ON THE LEFT TO HELP YOU OUT.