



Employee of the Year Nomination Form

TO: HUMAN RESOURCES DEPARTMENT

Employee Being Nominated for Award: _____
NOTE: Temporary, Contract, and Probationary employees are not eligible (Please print first and last name)

Employee Nominating the Above Person for the Award: _____

Department Director Approval: _____ Department: _____ Date: _____

EMPLOYEE OF THE YEAR AWARD CRITERIA

Employee of the Year nominations should specifically focus on job related outputs and/or accomplishments in the below areas.

Nominations must be accompanied by a written description detailing the nominee's exemplary service. Award decisions are based solely on this description, so please provide plenty of detail.

- **Exemplary Public Service and to Serving Others**

Please describe an event and/or outcome(s) that shows how the nominee enhances the City of Vernon through their service and contribution in excellence to public service and to serving the City of Vernon's businesses, customer, residents and/or workforce.

- **High Degree of Initiative**

Please describe an event and/or outcome(s) that shows how the nominee demonstrates a high degree of initiative above and beyond the normal performance of responsibilities.

- **High Level of Productivity and Consistent Quality of Work**

Please describe the nominee's commitment to quality and professional growth.

- **Leadership**

Please describe an event and/or outcome(s) that shows how the nominee displayed outstanding leadership qualities through teamwork, promoting employee morale, cooperation and respectful treatment of others.

- **Additional Information**

November 5th is the deadline for all nominations, and forms must be received by the Human Resources Department by this date.

Official Use Only Below

The above mentioned candidate has been: _____ selected _____ non-selected

Human Resources Approval _____ Date: _____

City Administrator Approval _____ Date: _____