



Employee of the Year & Team of Excellence Awards Nomination Form

Purpose: To recognize and encourage those behaviors that lead directly to the accomplishments of the City's stated mission and goals.

Date submitted: _____

Nominee

Name: _____ Job title: _____

Department: _____ Supervisor: _____

Nominator

Name: _____ Department: _____

Contact information: _____

Select appropriate category(ies). (NOTE: If nominating in more than one category, please make as many copies as needed and indicate specific category.)

- Integrity Award: Integrity is an unwavering commitment to doing what is right through honesty and respect. This award is designed for individuals who consistently display the highest ethical standard.
- Service Award: Service is working together in a positive and responsive manner that is summed up as: we care and we deliver. This award is to recognize individuals who continually provide exceptional customer service to internal and external customers, always demonstrate an optimistic attitude, and understand that we can accomplish more when we work together.
- Innovation Award: Innovation is exploring efficient and productive ways to ensure excellent stewardship of the city's resources. This award is to recognize employees who think creatively and persistently look for better ways to do their jobs.
- Employee of the Year Award: This award is to honor employees who embody all of the City's values.

Please attach a written narrative in order for this nomination to be considered. Your statement should include answers to the following questions.

1. Give specific examples of how the employee demonstrated the value(s).
2. How did the employee go above and beyond his/her normal job duty requirements?
3. Who was impacted by the employee's behavior?
4. What was the significance to the City?
5. When did the incident(s) occur?

Please submit nomination forms to Elise Welborn in Human Resources by **Friday, November 6, 2009**.

The mission of the City of Colleyville is to provide unique customer service through our tradition of excellent stewardship, employee innovation and integrity.