Perry City’s

**Quarterly Excellence Award**

Nomination Form

**Instructions:**

* **Fill in contact info**
* **Describe how nominee demonstrates excellence in public service.**
* **Email or hand deliver to Department Head and/or Human Resources**
* **Nominations will be reviewed by management and rewards will be given quarterly**

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| --- | --- |
| **Nominee’s Name:** | **Nominee’s Department:** |
| **Nominee’s Position:** | **Nominee’s Department Head:** |
| **Name of Person Nominating:** | **Today’s Date:** |

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| **Please describe why this employee deserves recognition. Explain how this employee has demonstrated one or more of the following:**   * **Extraordinary competence in performing functions** * **Creativity in identifying and devising workable, cost effective solutions** * **Excellent relationships with the public and other employees** * **Commitment to serving the public as a client** * **Commitment to economy and efficiency in government** * **Volunteering his or her time in an effort to give back to the community**   **Detailed Description:** |

**(Continue description on back of page if necessary.)**