Hertford County Employee Recognition Nomination Form

Nominee: _____ Date: _____

Department: _____ Time of Service: _____

Nominated by: _____ (Printed Name)

_____ (Signature Required)

NOTE The Nominee and Person submitting the Nomination must be a regular full-time employee of Hertford County, North Carolina

Procedure The completed form must be submitted to the Human Resources/Risk Manager and Department Head no later than 5:00 PM., on the last day of the month for each quarter. Nominations *will not* carry forward from one quarter to the next.

Hertford County will recognize employees who excel in the performance of their duties and responsibilities. Your nominee shall exhibit exemplary performance beyond his/her normal duties and made significant contributions to providing quality service to the citizens of Hertford County.

Please check the box(s) next to the value or values for which you are nominating this person:

Productivity - Employee's output is considerable in relation to workload, available time and pressures of the job

Cost Effectiveness - Employee has improved processes / procedures that created a more efficient work environment and/or budget savings.

Customer Relations - Employee constantly exhibits courteous and positive interactions with public, coworkers and supervisors. Shows rapport with a variety of people.

Safety - Employee strives to create and maintain safety in the workplace via practices and procedures in keeping with the overall safety program.

Leadership -Employee adheres and is committed to the mission, vision, and/or goals and objectives of the department. Employee is committed to the high standards of the job and motivates others to achieve.

Please provide a brief narrative below explaining your reasons for nominating this person:

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