



*Recognizing Extraordinary Employees*

### City Stars! NOMINATION FORM

Appreciation from our customers is a great honor. If you notice a star employee or team, please complete this form so they can properly recognized! Thanks in advance for your time.

City Employee or Team: \_\_\_\_\_

Department: \_\_\_\_\_

*(All full-time and part-time employees except the City Administrator and Department Directors are eligible.)*

#### **I make this nomination because this candidate or team has shown exemplary character in the following way(s) *(please circle)*:**

- ★ **GOING ABOVE AND BEYOND** This person or team accomplished a remarkable task, exercised the use of uncommonly good judgment, or took extra time or effort to perform their job exceptionally well.
- ★ **WOW! SERVICE** This person or team provided superior support to the public or fellow staff.
- ★ **MORALE** This person consistently adds to morale or spirit in some way.
- ★ **TEAMWORK** that draws on the talents of everyone to achieve excellence or accomplish a remarkable task.
- ★ **PRODUCTIVITY & EFFICIENCY** Having methods, innovative ideas, or ongoing performance that significantly increase our effectiveness, save time or resources, and/or help conserve taxpayers' dollars.
- ★ **LEADERSHIP** that makes unique contributions to the pursuit of excellence and/or fosters a work environment that allows others to grow and develop.

Reason *(feel free to use the back)*: \_\_\_\_\_

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Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

(Please Print Name)

Signature: \_\_\_\_\_

*Please return the completed form to any City building's comment box or e-mail to [hr@wentzvillemo.org](mailto:hr@wentzvillemo.org) Thanks!*