

RECOMMENDED AWARD TITLE: _____

NOMINEE: _____

Title and Department: _____

TIME FRAME: Calendar Quarter: _____

-or- Calendar Year: _____

PURPOSE: Presented to a city employees and/or volunteers for outstanding contribution/service to the Town of Liberty.

NOMINATIONS: Per direction of Department Head—May be by individual, committee, and/or by Department Head alone, as desired.

SELECTION: By Awards Committee (Town Clerk, Police Chief, Public Works Director, or others as designated by the Town Manager).

CRITERIA: Rate each area as 1 (*good*); 2 (*better*); 3 (*best*)

Dedicated – Consistent hard worker; loyal to department and town.

_____ Points

Responsible – Good attendance record and willing to learn.

Obtains certifications, if required, and/or other opportunities to gain knowledge. Devotes appropriate time to developing professional competency.

_____ Points

Reliable – Few mistakes, if any. Can always be depended upon. Uses time effectively.

_____ Points

Accountable - Does what needs doing with little direction.

Readily embraces assigned responsibility.

_____ Points

Professional - Presents a favorable image and always conducts himself/herself in a businesslike way.

_____ Points

Integrity - Self starter who always does the “right thing even when nobody’s looking”!

_____ Points

Communication Skills - Keeps others informed of developments affecting their function.

_____ **Points**

Customer Oriented - Is responsive to requests, personable and helpful while dealing with others, internal and external to the town organization. Always honest, fair and tactful.

_____ **Points**

Productive - Work product is timely, and of high quality and quantity. Displays flexibility in adapting to changing conditions. Effectively controls costs through economical utilization of personnel, materials and equipment and ensures all expenditures are in the best interest of the organization.

_____ **Points**

Motivation – Maintains an excellent attitude and encourages others to do the same. Is a “Team Player” who seeks and accepts additional responsibilities, volunteers for extra work and/or demanding assignments and volunteers for community or town events.

_____ **Points**

Safety – Performs daily duties while demonstrating good safety procedures.

_____ **Points**

TOTAL POINTS: _____ (33 Max)

Submitted By: _____

Phone Number: _____

Date: _____

Additional Comments:
