



DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
 ATTENTION: EMPLOYEE RECOGNITION COMMITTEE

EMPLOYEE OF THE MONTH NOMINATION FORM

The City of Portsmouth has dedicated employees working together on behalf of the citizens of Portsmouth. In every organization, there are individuals who are exemplary in overall performance. The need for accountability, the desire for measurable results and the move toward greater productivity has put emphasis on rewarding specific outcomes and new employee actions. These programs are structured to enable management and fellow employees to recognize and reward outstanding achievement of City employees and to stimulate the potential of all employees to recognize and reward outstanding achievements of City employees and to stimulate the potential of all employees to achieve higher standards of excellence and increased efficiency in City operations. The responsibility to encourage participation in this rewarding program belongs to all employees and management personnel.

AWARD ELIGIBILITY: Employee of the Month Program – open to all full-time employees of the City of Portsmouth and Constitutional Offices, with at least one year of full-time City service, excluding Department Heads and employees in a contract or temporary status

NOMINEE: _____

DEPARTMENT: _____

NOMINATOR: _____

DEPARTMENT: _____

SIGNATURE: _____

DATE SUBMITTED: _____

COMMITTEE USE ONLY

Specific incident, project or accomplishment deserving meritorious	Outstanding contributions that go beyond an employee's job duties for improvement of	Demonstrated commitment to the values of Portsmouth employees					TOTAL
		Customer service, communication and collaboration	Thoughtfulness, respect and trust	Integrity, honesty and accountability	Commitment and teamwork	Excellence, quality and professionalism	
[1-5]	[1-5]	[1-5]					

AWARD CRITERIA: Employee of the Month evaluation should specifically focus on job related outputs and/or accomplishments in a **minimum of one or more of the following:**

- Specific incident, project or accomplishment deserving meritorious recognition**
Please describe an event and/or outcome(s) that shows how the nominee meets this criterion (use additional pages if necessary):

- Outstanding contributions that go beyond an employee’s job duties for improvement of City operations and services and promote the goodwill in the City of Portsmouth**
Please describe an event and/or outcome(s) that shows how the nominee meets this criterion (use additional pages if necessary):

- Demonstrated commitment to the values of Portsmouth employees, specifically:**
 - Customer service, communication and collaboration;**
 - Thoughtfulness, respect and trust;**
 - Integrity, honesty and accountability;**
 - Commitment and teamwork;**
 - Excellence, quality and professionalism**

Please describe an event and/or outcome(s) that shows how the nominee meets this criterion (use additional pages if necessary):