CS SELECT – Values in Action

EMPLOYEE RECOGNITION NOMINATION

Thank you for taking the time to submit a nomination to recognize a CS employee! Please submit only one nominee per form.

Nominated Employee: ____________________________
Department _________________________________

Submitted by: ________________________________
Date mm/dd/yyyy

Use this space to share the story. Please provide as much detail as possible (you may use the back of this form or attach an additional sheet if necessary).

Nominations for recognition will be evaluated on the following criteria:

**INNOVATION/SOLUTIONS BASED IDEAS:** Demonstrates innovation and creativity that results in cost savings and/or improved efficiencies.

**LEADERSHIP:** Steps up to take the lead, is diplomatic and keeps a cool head in difficult situations. Is accountable for own behavior and holds others accountable.

**ETHICAL BEHAVIOR:** Demonstrates ethical behavior and a commitment to an environment of empathy and compassion within the CS culture. Is trustworthy and demonstrates integrity.

**CUSTOMER FOCUS:** Demonstrates commitment to a positive customer experience and exceeding customers’ expectations.

**WORKFORCE/TEAMWORK:** Demonstrates a commitment to the workforce by making valuable contributions to the team and building strong relationships among peers. Pitches in without complaining. Goes the extra mile.

*Place this completed form in one of the nomination boxes located outside of CS Human Resources, the Parking Office break room, EPD, Building B Break Room, or Oxford Campus Break Room or save a copy and email directly to csrecognition@emory.edu. Nominator will be notified via e-mail of nomination outcome.*

Entry # ___________________ Date _____/_____/_____
Initials ____________________________

Award Received ___________________
Date _____/_____/______ Initials _____________