



Chief Executive Office Employee Recognition Program Award Nomination Form



IMPORTANT: PLEASE READ INSTRUCTIONS AND GUIDELINES BELOW BEFORE COMPLETING THIS FORM

Instructions:

- (1) Select the category for which you are submitting the nomination.
- (2) Provide examples where required.
- (3) List team or group members on page 5 for the Exceptional Teamwork category.
- (4) E-mail your completed PDF file to nominations@ceo.lacounty.gov

Guidelines:

- All CEO employees are eligible to be nominated for any of the award categories.
- Please use a separate Award Nomination form for each category and/or nomination.
- You may only submit one nomination per category per year for the same nominee.
- Your name will be held anonymous throughout the nomination process.

EMPLOYEE EXCELLENCE

This award is presented to the employee who takes the initiative to consistently provide quality information and services in an enthusiastic and professional manner to internal and external customers. This individual has demonstrated exceptional and consistent professionalism in the performance of their job. The nominee should:

- ✓ Be adaptable, able to get along with co-workers, and respect differences in opinion
- ✓ Demonstrate skills that are professional, interpersonal, and exceed expectations
- ✓ Improve the quality of or delivery of a service product
- ✓ Respond to customer requirements in an exemplary, timely, and courteous manner
- ✓ Solve customer problems and concerns quickly and innovatively
- ✓ Develop new ways of doing business that benefit customers

OUTSTANDING LEADERSHIP

For the professional who advances department or countywide initiatives through leadership. The nominee should:

- ✓ Demonstrate outstanding work ethics and attitude
- ✓ Focus on the goals of the project even when encountering distracting situations
- ✓ Exhibit selflessness, unwavering commitment, steadfast in the face of adversity, or similar qualities
- ✓ Contribute understanding, knowledge, and service on behalf of the CEO to the Board of Supervisors, County departments, other agencies, and the public
- ✓ Show fairness and equity in the performance of his or her duties
- ✓ Suggest and implement policy changes that are innovative and improve customer services; provide a more effective and efficient process; reduce expenditures or generate additional revenue

EXCEPTIONAL TEAMWORK (GROUP AWARD)

Presented to teams that provide distinguished levels of service toward the accomplishment of an important assignment, departmental goal, or mission. For teams who promote effective and efficient delivery of countywide or CEO programs through the application of strategic management tools. The team should:

- ✓ Demonstrate a willingness to step in and help others without hesitation
- ✓ Create a positive and motivating work environment
- ✓ Display a positive attitude and encourage involvement
- ✓ Use initiative and creativity to solve a priority assignment

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Nomination Categories (Check One):

- Employee Excellence
- Outstanding Leadership
- Exceptional Teamwork (please list team members on page 5)

Name of Nominee (or Team): _____ Cluster/Branch/
Division: _____

Nomination Submitted by: _____ Submission Date: _____

E-mail Address: _____ Phone Number: _____

Nomination Application:

Please provide examples of the employee or team performance that impress you. If you need additional space, you may attach additional documents or use page 4 and 5 of this Award Nomination form.

(1) Quality of Service

Describe how the employee or team responds to customer requirements, contributes to the success of the organization, improves operational effectiveness and enhances administrative operations.

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(2) Shared Values

Select one or more of the shared values displayed by the employee or team and give examples.

- Accountability** – accepts responsibility for the decisions made and the actions taken
- Can-Do Attitude** – approaches each challenge believing that, together, a solution can be achieved
- Compassion** – treats those we serve and each other in a kind and caring manner
- Customer orientation** – places the highest priority on meeting our customer's needs with accessible, responsive quality services, and treating them with respect and dignity
- Integrity** – acts consistent with our values and the highest ethical standards
- Leadership** – engages, motivates and inspires others to collaboratively achieve common goals through example, vision and commitment
- Professionalism** – performs to a high standard of excellence, and takes pride in our employees and invests in their job satisfaction and development
- Respect for Diversity** – values the uniqueness of every individual and their perspective
- Responsiveness** – takes the action needed in a timely manner

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(3) Special Qualities

How does the employee or team use collaboration in achieving results?

(4) Additional Comments

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Additional Comments (please use the box below)

LIST TEAM MEMBERS BELOW (EXCEPTIONAL TEAMWORK AWARD ONLY)

EMPLOYEE OF THE YEAR CRITERIA

The Employee of the Year will be selected from the pool of ERP award winners. This award is presented to an employee who continuously demonstrates a commitment to high quality work and serves as a mentor and role model, and makes significant contributions to the growth and well-being of all employees. This employee demonstrates leadership, integrity, effective communication, and vision. They must be customer focused, results-oriented, use sound judgment, and respond to new challenges with courage and determination.

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