

Memo

To: All Town of Wendell Full-Time Employees
From: Teresa Piner
Date: Nov 2, 2011
Re: Employee of the Year Nominations

Thanks to everyone that has previously participated in the "Employee of the Year" nomination process. A meeting of the department heads was held on Tuesday October 25, 2011 to discuss the application form and to recommend changes.

Some of the suggested changes have been incorporated into this year's nomination form. Those changes for this year include the ranking system from 1-5. As a result of last year's survey all nominations and the department from which they came will remain anonymous, "Self Development and Community Activities have been eliminated; the employee that received "Employee of the Year" for 2010, Melia Edwards, will sit on this year's committee and participate in the selection process. Although no one has been selected as "Employee of the Year" for two consecutive years, the policy as adopted last year will not permit an employee to receive the award for two years in a row.

Suggestions for adding criteria to the selection process will continue to be accepted and considered for next year's process. The following will remain the same for this year's nomination process: The manager, department heads and part-time employees will remain ineligible. An employee must be employed for one year before being eligible, more than one employee may be eligible from the same department, an employee can nominate an employee from a department different from their own, and employees may seek assistance from others to complete the form.

This year, the "Employee of the Year" will be awarded at the Christmas luncheon.



TOWN OF WENDELL

Employee of the Year

Nomination Instructions

1. Any job classification except the manager, department heads, and part-time employees may be nominated for Employee of the Year.
2. To be considered for nomination an employee must have been employed by the town for at least one year as of October 2011.
3. Nominations shall be made on a form provided by your department head and must be completed and returned to the box located in the front office by you or your department head by Monday **November 21**.
4. An employee may nominate another employee from any town department.
5. More than one nominee may be considered from each department.
6. Employees may receive assistance in completing the nomination form.
7. The award will be presented at this year's Christmas luncheon.
8. Additional sheets may be attached to the nomination form, if necessary.
9. You do not have to include your name or department on the nomination form.
10. Rank the ability of the nominee to perform their task by circling a number 1-5. With the 1 being the lowest and 5 being the highest.
11. All nominees will be recognized during the luncheon.

EMPLOYEE OF THE YEAR



NOMINATION FORM

2011

Name of Nominee: _____

Nominee's Assigned Department: _____

1. Give a brief description of why you feel this nominee should be considered for Employee of the Year.

2. **WORKING ABILITY:** Describe nominee's work performance with consideration to initiative in tasks, amount of work performed, accuracy, thoroughness, attendance, and attention to duties.

The nominee takes the initiative to solve problems on the job.	1	2	3	4	5
The nominee is usually accurate and requires little supervision.	1	2	3	4	5
The nominee pays close attention to detail.	1	2	3	4	5
The nominee is dependable in their attendance.	1	2	3	4	5
The caliber of the nominee's job performance exceeds the requirements of the position.	1	2	3	4	5
The nominee displays care with equipment owned by the Town.	1	2	3	4	5

The nominee considers the impact of their decisions and how it reflects on Town staff overall.

1 2 3 4 5

The nominee not only completes their assignments but takes pride in doing their job well.

1 2 3 4 5

Other:

5. **LEADERSHIP POTENTIAL:** Describe how nominee shows promise in ability to organize his/her self and others around specific tasks and in routine situations.

The nominee is well organized.

1 2 3 4 5

The nominee is able to describe a task so others can understand.

1 2 3 4 5

The nominee is able to organize others when performing group tasks.

1 2 3 4 5

The nominee would serve the Town of Wendell well in a supervisory position.

1 2 3 4 5

The nominee displays patience and understanding with the public and fellow workers.

1 2 3 4 5

Other:
