



OUTSTANDING EMPLOYEE NOMINATION FORM

PURPOSE OF THE PROGRAM:

The purpose of the Outstanding Employee Recognition Program is to identify employees who have served the City of Kenner in an exceptional manner. The nominee must be an employee who performs outstanding service through his or her work and exhibits a positive and supportive disposition. Nominations may be submitted by anyone, for example, fellow coworkers, supervisors, administrators, elected officials, members of the public, etc.

At the end of each quarter, a committee will review all of the nominations and select the Outstanding Employee of the Quarter. A committee will then select from all Outstanding Employee of the Quarter recipients for the calendar year to award Outstanding Employee of the Year.

ELIGIBILITY:

City of Kenner employees, excluding elected officials and appointed individuals, are eligible for nomination.

CRITERIA FOR SELECTION:

Using the following criteria, please explain why this employee should be considered an Outstanding Employee.

- a. The nominee must demonstrate outstanding performance.
- b. The nominee must project courtesy and respect towards coworkers and customers.
- c. The nominee must exhibit a commitment to public service, a sustained high level of productivity and a consistent quality of work.

I Hereby Nominate (Name): _____

Nominee's Job Title: _____

Nominee's Department: _____

Please state the reason(s) you feel this person should receive recognition as an Outstanding Employee:

(Additional sheets may be attached.)

Signed: _____

Date: _____

Failure to sign will result in the nomination being rejected. The name of the person submitting the nomination will be confidential.

Nomination forms can be submitted to the Civil Service Department, emailed to civilservice@kenner.la.us or mailed to Civil Service Department, 1801 Williams Boulevard, Kenner, LA 70062.

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