

# EMPLOYEE RECOGNITION PROGRAM Nomination Form

Individual Nominated: \_\_\_\_\_

Department: \_\_\_\_\_

**I nominate this individual for the Hartford Public Library's Recognition Program because of his/her demonstrated commitment and exceptional service to the Library in one or more of the following areas:**

## TEAMWORK

This nominee *(select all that apply)*:

- ☐ Supports team members whenever they need help
- ☐ Goes above and beyond their own responsibilities
- ☐ Is someone teammates can always rely on
- ☐ Communicates honestly and kindly to their peers
- ☐ Actively engages and listens to all team members
- ☐ Can readily adapt to new or stressful situations
- ☐ Is highly committed to the Library and its mission
- ☐ Takes responsibility for their own mistakes
- ☐ Enthusiastically encourages team members
- ☐ Works with others, not just independently

## CUSTOMER SERVICE

This nominee *(select all that apply)*:

- ☐ Proactively anticipates customer needs
- ☐ Creates an inclusive, welcoming environment
- ☐ Remains friendly and calm under pressure
- ☐ Actively listens and shows patience
- ☐ Creatively and calmly solves problems
- ☐ Looks for ways to know customers better
- ☐ Communicates useful information effectively
- ☐ Responds quickly to customer needs
- ☐ Promotes a sense of community within Library
- ☐ Treats everyone with compassion

## POSITIVE ATTITUDE

This nominee *(select all that apply)*:

- ☐ Radiates warmth and friendliness
- ☐ Can see the opportunities in every problem
- ☐ Looks to find solutions rather than casting blame
- ☐ Enthusiastically encourages and supports others
- ☐ Smiles and laughs often
- ☐ Doesn't take criticism/feedback personally
- ☐ Speaks kindly of others
- ☐ Is generous with praise and accolades
- ☐ Resiliently moves through setbacks
- ☐ Promotes collaboration rather than competition

## INNOVATION AND CREATIVITY

This nominee *(select all that apply)*:

- ☐ Is willing to take risks to try something new
- ☐ Tries to understand a problem before fixing it
- ☐ Invites other to brainstorm ideas
- ☐ Questions assumptions
- ☐ Won't stop until an effective solution is found
- ☐ Focuses on long-term solutions
- ☐ Sees failures as opportunities to learn and grow
- ☐ Comes up with out-of-the-box ideas
- ☐ Proactively thinks of ways to prevent problems
- ☐ Successfully implements problem-solving strategies

Additional information:

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Nominated by: \_\_\_\_\_ Department: \_\_\_\_\_

Date: \_\_\_\_\_ How do you know the nominee? \_\_\_\_\_

***Nominations must be received by the end of the month. The Committee will review all nomination submissions and will present at the next quarterly staff meeting.***