**Employee Awards Nomination Form**

**Outstanding Team Achievement Award**

***To promote and recognize members of work teams who add significant value to the organization.***

|  |  |
| --- | --- |
| **Team Being Nominated:** |  |
| **Your Name:** |  |
| **Your Email Address:** |  |
| **Your Phone #:** |  |

The following criteria will be used to select the Outstanding Team Achievement Award recipient: The accomplishments and contributions of the team shall reflect efforts made above and beyond normal work duties or performance expectations of a team. The work should have been done (or the major project completed) between March 1, 2017 and the time the nomination is written.

**Please give examples of how this team completed a major project or a one-time effort, and did so either under budget, ahead of schedule, or with significant benefit to the division or community. (5 points)**

**Please give examples of any positive feedback that was received by internal/external customers regarding this team. (5 points)**

**Please give examples of how the team improved processes to save time or money. (5 points)**

**Please provide additional information regarding this employee or team and how you feel they inspired pride in the work of Multnomah County. (5 points)**

*Please be as detailed and specific as possible about the nominee. The information provided will be the sole factor determining the committee’s ranking of nominees.*

*PLEASE READ BEFORE YOU SUBMIT YOUR NOMINATION:*

*Every description field above is scored on a 0-5 point system and scored as indicated below. Any field left blank or incomplete will be scored with a 0 or a 1. All scores are then totaled and nominees are ranked based on those totals.*

*0 = Not Covered*

*1 = Unclear: Not clearly defined; not explicit.*

*2 = Noteworthy: worthy of notice or attention*

*3 = Significant: having or expressing a meaning; important; of consequence.*

*4 = Distinguished: made conspicuous by excellence;*

*5 = Extraordinary: exceptional in character, amount, extent, degree, etc…; remarkable; uncommon, rare, phenomenal, special*

**Submission instructions:**

* Save file to your network folder
* Attach completed saved form in to an email to [**Employee.recognition@multco.us**](mailto:Employee.recognition@multco.us)