

TOWN OF CHINO VALLEY Values Chosen and Defined by the Employees

Core Values Nomination Form Instructions

1. You may nominate any Town of Chino Valley (TCV) employee who, in your opinion, demonstrates the Core Values highlighted on this nomination form through his/her behavior (words and/or actions) at work. You may give recognition to a co-worker, a member of your department, your supervisor or any other TCV employee.
2. There is no limit to the number of nominations you may submit. You may nominate as many people as you want, as often as you want. Extra nomination forms are available on the TCV website, Human Resources page.
3. A few short, simple and descriptive sentences are all that is necessary to make a nomination. Just describe an example of something the nominee has said or done that illustrates one or more of the Town's Core Values.
4. You can give recognition for any behavior which, in your opinion, truly reflects the definition of the Core Value(s) in a positive way. The words and/or actions can be large or small, a single one-time occurrence or a typical pattern of behavior over a long period of time.
5. A copy of the nomination forms will be given to the nominee and the original will be placed in the nominee's personnel file. A copy will also be proudly displayed so others may read the examples of our Core Values in action.
6. All forms should be submitted to the Human Resources Department.

Happy Nominating!



Integrity:

- Do the right thing at all times.
- Embrace honesty and unified moral and ethical principles.
- Extend fairness, respect and civility equally.
- Be fully accountable and answerable for your actions, words and behavior.
- Exercise humility and forthrightness in all communications.
- Be dependable and dedicated to your work and to your team.
- Strive toward excellence in your job performance, doing your best every day.
- Support the organization and consistently uphold its beliefs, standards, policies, procedures and core values—even if you do not personally agree with them.

Teamwork:

- Work positively and cooperatively with other team members to build a stronger and more interconnected workforce.
- Put the good of the team before your own personal goals and interests.
- Be approachable, kind and respectful to all team members.
- Show appreciation for the different skills, interests and opinions of others.
- Learn new skills and tasks to add more value to your position.
- Carry your share of the workload dependably and with dedication.
- Display resourcefulness and problem-solving skills.
- Teach, motivate and cheer on your peers; and create a little fun when proper to do so.
- Take pride in the quality of your work and that of your team's, and strive to do your very best.

Responsible Communication:

- Express ideas, both verbal and non-verbal, effectively.
- Consistently communicate in a respectful, forthright, positive and tactful manner.
- Keep team members and leaders current on all relevant, job-related issues.
- Listen to others patiently and attentively, seeking clarification when unsure of the speaker's message.
- Strive to understand the context of questions before responding, and provide complete answers that do not exclude pertinent information nor include unnecessary information.
- Exhibit self-control and civility when receiving constructive criticism from other team members and leaders

Service to Community:

- The Town's purpose of employment is to serve all Town of Chino Valley citizens.
- Perform diligently to achieve excellence and high standards in every area of service to the public.
- Strive to get the job done right the first time.
- Patiently and receptively hear and show empathy for the public's concerns.
- Communicate accurately and appropriately, responding to the public in a timely manner.
- Speak of your team, the Town, its leaders and its representatives in a fair, positive, and respectful manner, whether on or off the clock.
- Refrain from arguments, job complaints, personal feelings and political opinions.

Innovation:

- Introduce effective ideas into the workplace.
- Use your imagination to develop better ways to solve problems, save money and make improvements that will benefit the Town's operations and better serve the public.
- Research innovations and new processes, without neglecting fiscal responsibility and the public's trust.
- Be flexible and willing to quickly embrace change when improvements to operations and systems need to be made.
- Don't settle for the "status quo."

Leadership:

- Motivate the actions and behaviors of others by your character, humility, compassion, and positive example.
- Use diplomacy and good communication to inspire and motivate others to excellence.
- Demonstrate competence and professionalism in your job and be reliable in your work performance without having to be reminded.
- Step up and take charge when necessary.
- Exhibit civility, common sense and wisdom in all decision making.
- Understand your shortcomings, continually working to improve them for the good of the team.
- Look ahead to the organization's future needs and work address them responsibly and efficiently.

