



Spot Award - Core Values Nomination

I nominate _____
(Please PRINT name of employee you are nominating)

to be recognized as an employee who has demonstrated the CORE VALUE(S) of (check all that apply):

- Integrity – “Doing the right thing even when no one is looking”
- Teamwork – “One Town, One Team”
- Respectful Communication – “Clear, Timely and Complete”
- Service – “Supporting our Community”
- Leadership – “See a Need, Lead”
- Innovation – “Moving forward responsibly”

Why you have made this nomination: (Use back of form if additional space is needed)

Signature

Print Name

Date

NOMINEE/RECIPIENT:

Please return completed nomination form to the Human Resources Department to select a gift card of your choice.

Limit one gift card per month, but you can be nominated multiple times per month.

All nominations will be added to a grand prize raffle at the end of the year.

Spot Award - Core Values Nomination Form Instructions

Please return completed nomination forms to the Human Resources Department to select a gift card of your choice.

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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.

Happy Nominating!