



City of Tybee Island
 P.O. Box 2749 – 403 Butler Avenue, Tybee Island, GA 31328
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www.cityoftybee.org

Employee of the Quarter Nomination Form

So you know an employee who exemplifies what a City employee should be? Are they someone who can always be counted upon to go the extra mile to help others? Maybe it is their positive attitude or innovative ideas. Let us know!

**Please submit the completed form to Human Resources by the 10th of Each Month Below –
 January, April, July, and October.**

When nominating a fellow employee from the City of Tybee for the Employee of the Quarter, consideration should be given to the following:

- | | |
|--|----------------------------------|
| 1) Pride in his/her job | 2) Performance Excellence |
| 3) Consistently high job performance | 4) Outstanding attendance record |
| 5) Actions above and beyond the call of duty | 6) Leadership |
| 7) Adherence to safety procedures | 8) Commitment |
| 9) Cooperative attitude | 10) Flexibility |
| 11) Creativity and Innovation | 12) Heroism or Bravery |
| 13) Educational Achievement | 14) Skills Improvements |
| 15) Teamwork – Concern for and helpfulness
To other employees and/or citizens | |

Nominee Name: _____ **Department:** _____

Reason for Nomination:

In what way does this employee demonstrate Employee of the Quarter criteria?

Nominator Signature: _____ **Date:** _____

Relationship to Nominee: **Supervisor** **Co-worker** **Other**

One employee of the quarter will be awarded
All Nominees not selected will remain in the selection process for the next quarter, after that time, nominees would be eligible for re-nomination following completion of a new Employee of the Quarter nomination form.