



Employee Recognition Program Employee of the Month Nomination Form

Please consider the **CORE VALUES** and **Nomination Examples** listed below as guidelines to complete the Nomination Form on the reverse side.

CORE VALUES

RESPECT

Treating those we serve and with whom we work with compassion, demonstrating a high regard for the dignity and worth of each person.

INTEGRITY

Honesty and straightforwardness in all relationships.

QUALITY

Continuous improvement through creativity and teamwork.

COMMUNITY ADVOCACY

Fostering the overall well-being of the community, especially those in need, through charitable and community service and responsible action as a corporate citizen.

RESOURCEFULNESS

Effective stewardship of the community's trust through innovative and responsible management of human and fiscal resources.

Nomination Examples

- Employee demonstrates teamwork by acting together for PCRI's common mission.
- Employee suggestion that measurably improves a work process.
- Participates in an inter-departmental project with successful outcome.
- Assists a client beyond the call of duty (must be outside scope of normal duties).
- Supporting the cause of those who lack resources for a reasonable quality of life.
- Demonstrates fiscal awareness resulting in additional revenue or expense reduction.
- Prevents a major disaster (medical, company infrastructure, legal liability).



NOMINATION FORM

Nominee Name: _____

Location/Department: _____

Please give specific examples of how the nominee has carried out the PCRI's CORE VALUES.

Nominator's Name

Date

Any additional comments can be attached. Please submit the Nomination Form in the suggestion box located by the time clock on the first floor. Nominations must be received by the 15th of the month for consideration for the next month's selection process.