



The Excellence in Service Award is to recognize exemplary efforts of an OOD employee or group of OOD employees in the provision of ***customer service, job performance*** and ***innovation***.

Award Criteria

A nominee may be considered for the ***Excellence in Service Award*** if they meet one (1) or more of the following:

- ❖ Employee(s) demonstrated efforts with **internal/external customers** in mind for the delivery of **quality services, efforts exceed expectations** and **resulted in positive** and or **noteworthy outcomes**
- ❖ Employee(s) demonstrated **creativity** and/or **innovative ideas** that have **improved** or **enhances responsiveness** and **quality of service**
- ❖ Employee(s) demonstrated clear efforts in **creating an environment** in which **other individuals strive to do their best** and are **encouraged to excel** (e.g. cooperation with others, handling conflict, improving efficiency, encouraging diversity)
- ❖ Employee(s) **exemplified** the agency standards of **quantity, timeliness, motivation** and **quality of work**.

Nominee Information

Division/Bureau

Individual Nomination

Group Nomination

Individual Nomination

Employee Name

Title

Group Nomination

Employee Name	Title	Employee Name	Title

Date(s) of accomplishments during the past year to

Nominator Information

Nominator Name

Title

Division/Bureau

Office/Area

Nomination Details

Each nomination must include a clear, concise, detailed description of the service, achievement, or accomplishment which the employee or group of employees exhibited. Please describe how the individual or individuals have met one or more elements of the Award Criteria listed on the previous page. This argument should include clear, measurable, and verifiable information or data to support the nomination.

Supporting Documentation

Attach any supporting documentation which assists in demonstrating the significance of the job-related service, achievement, or accomplishment, which occurred within the past year.

I am nominating this individual employee or group of employees because: