

# CITY OF SACO – Joe Riley Quality Service Award

## *NOMINATION FORM*

Listed below are reasons for nominating an Outstanding Employee. Any employee can nominate someone you feel meets one or more of these criteria. Individual employees and groups or teams of employees can be nominated.

\_\_\_\_\_ Record of excellence in day to day performance (Quality and quantity of work)

\_\_\_\_\_ Leadership by example (Teamwork, innovation, risk-taking, cost-saving programs, enhancing services, improving the reputation of the City, department or profession, safety)

\_\_\_\_\_ “Can Do” attitude (Overcomes obstacles, positive point of view)

\_\_\_\_\_ Dedication to serving the public (Excellent customer service, service to other employees, outstanding contribution to the community)

\_\_\_\_\_ Service above and beyond (Exceptional delivery of service)

Name of Nominee(s) and Department:

\_\_\_\_\_

Please describe as specifically as you can, why you are recommending this person or team. Please be as detailed as possible (attach a memo if more space is needed):

Name of Nominator: \_\_\_\_\_  
(Send your nomination form to the City Administrator’s Office).