MONTGOMERY COUNTY
Board of Developmental Disabilities Services

STAFF RECOGNITION AWARDS
Nomination Form

Instructions for Nominators:

- Please submit one form per employee and choose one award category.

- When completing the narrative portion of the nomination, please do not list any individual's names to protect their privacy.

- Submit the completed nomination form(s) and any materials supporting your nominations by **4:00 p.m. on April 10, 2024** (anything received after this date/time will not be accepted).

- Complete nomination forms online at the following link https://www.mcbdds.org/635/Staff-Recognition or you may send them directly to Jill Moore at jmoore@mcbdds.org or via courier mail to Jill at the Northview.

Nominee Information:

Nominee Name (please print):

_____
(first)   (last)

Title/Dept.: _____

To be filled out by Human Resources:
Date of Hire: _____   Staff is a Previous Award Winner: Yes or   No
Received the following award(s): _____

Category Nominating for:

☑ **LEADERSHIP AWARD:** Someone that leads by example (walks the talk), has the ability to get people to work together/collaborate, is calm under pressure, achieves positive and impactful results, appreciates and values contributions of others, is creative (thinks outside the box), puts others first and is seen as a role model.

☑ **TEAM PLAYER AWARD:** Someone that is flexible, reliable and responsive, supportive and respectful, selfless (puts team goals first), can assume or is willing to assume any role and perform any task, steps up (sees a need, fills a need), is dependable, knows when to assist and when to lead, appreciates diversity in others and is inclusive of others, meets deadlines and moves things forward, picks others up and celebrates success together.

Nominating Categories continued...

AGENCY IMPACT AWARD: Someone whose actions yield positive results, produce changes (procedure/process) that impact department, saves times, money or creates efficiencies, adds value to the department/organization, gives of time and self (outside of normal job duties), is involved in a committee(s) and not only knows the mission, but lives it.

☑ **KEY SUPPORT STAFF IMPACT AWARD:** Someone that is self-directed, exceeds deadlines, recognizes the impact of their job on others (bigger picture focus), seen as a go-to person for help, quick to respond (anticipates what needs to be done and does it), top-notch work, detail oriented and highly professional.

☑ **SUPER STAR AWARD:** Someone who is humble (often does not realize how valued they are by others), is versatile, is highly skilled at job, knows how to get things done, consistently delivers results, action oriented, tackles problems/projects with persistence, goes above and beyond/hard worker, takes pride in work (gives 110%), is ambitious (makes a difference) and has high integrity.

☑ **ROCK STAR ROOKIE AWARD:** Someone who has been employed between the time period of May 2023 and May 2024, takes initiative, is confident in self and skills, makes an impact on team results (adding value), receives positive feedback from team/internal and external customers, is high customer oriented and is innovative.

CAN-DO AWARD: Someone that always has a positive attitude, is a cheerleader, is highly motivated, lifts up others around them, sees the glass half-full, meets any negative with positive, perseverance, is resilient in the face of adversity and doesn't back down from a challenge.

KINDNESS MATTERS AWARD: Someone that is thoughtful of others, has a genuine interest in customers (internal/external), always has a smile and kind words, make an impact on someone's day by actions, can lift up others effortlessly, others strive to be more like them, takes time to listen (it's clear they care) and is sincere in their actions and words.

Nominator Information:

Nominator Name (please print):

_____
(first)   (last)

Title/Dept.: _____

Reason for nominating:
On the following page, please explain why the person you are nominating should win this award.

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