

City of Grenada's Employee of the Month Program

Purpose: The purpose of the Employee of the Month Program is to recognize employees who have served the City of Grenada in an exceptional manner by exemplifying outstanding service through his or her work and exhibiting a positive and supportive attitude.

Criteria:

The nominee must be a permanent employee and must be approved by his or her supervisor (which will be verified) prior to being named as the recipient of the award.

Attitude and Commitment

- Dedicated to fulfilling job responsibilities _____
- Demonstrates good customer service skills _____
- Consistently dependable and is punctual in reporting to work _____
- Active involvement in committees, fund-raisers, fairs, trainings, and other miscellaneous activities _____
- Serves as a role model to others _____
- Goes above and beyond the requirements of the job _____

Interpersonal Skills

- Displays a helpful, cooperative and positive attitude towards superiors and co-workers _____
- Consistently friendly and available to others _____
- Uses effective listening skills _____
- Has a team player attitude _____
- Voluntarily assists co-workers in order to complete important department projects _____

Work Performance

- Knowledgeable of the City of Grenada's policy and procedure _____
- High overall quality of performance _____
- Accurately completes work assignments on time _____
- Controls high stress situations tactfully and calmly _____
- Takes initiative _____
- Requires little supervision _____
- Willingness to learn and take on new responsibilities _____
- Ability to train others and gladly willing to do so _____

Personal Traits

- Maintains an appropriate and neat personal appearance and dress _____
- Professional demeanor _____
- Conscientious, honest, hard-working _____
- Integrity, on and off the job _____

Rating Scale: 4 = Evidence of exceptional performance and quality are clearly indicated
3 = Evidence of strong performance and quality are clearly indicated
2 = Evidence of reasonable performance and quality are clearly indicated
1 = Evidence of minimal performance and quality are clearly indicated
0 = No evidence of performance and quality are clearly indicated

TOTAL OBTAINABLE POINTS: 92

Nominees will be judged on a point system. Each criteria standard has a point value (as denoted above). Any employee can nominate a co-worker simply by filling out and submitting a nomination form. Customers may also fill out and submit a nomination form. Forms are available on-line on the internet. They are to be submitted to Trina N. George either by mail at City of Grenada, PO Box 310, Grenada, MS 38902, or by e-mail (trina.george@cityofgrenada.ms), or simply placed in the marked box in the Grenada City Hall lobby.

Nominators should keep in mind the judging criteria and write the nomination accordingly. When asked why a co-worker is deserving of the award, elaborate on your response; give specific examples; using your descriptions, draw a picture for the judges of the perfect City of Grenada employee. Attempt to reveal in words how your co-worker met each of the criteria.

Once a month, the Employee of the Month Nomination Team will meet to review all of the nomination submissions. Each nomination will be graded according to the previously-stated criteria and the points tallied to determine the nominee's overall score. The highest scoring nominee will be considered for the award. Once this is determined, we will verify with the candidate's supervisor that the employee is not under any disciplinary action that would cause him or her to be ineligible for the award.

Once the selection has been finalized, the City Manager will present the winner at the monthly Council meeting. Also, the names of each month's recipient will then have a name plate done and it will be placed on a plaque on the wall in the City Hall. As names rotate off the plaque they will be given to the recipient as an additional keepsake.

Please use the next sheet to expound on your nominee. Again, it is important to state the reason why the employee deserves this prestigious award. Thank you.

