



# Governor's Award for Employee Excellence

## Employee Recognition Award Nomination Form

The Governor's Award for Employee Excellence recognizes State of Ohio employees for exemplary job performance or service that reflects initiative, leadership, and/or increased efficiency.

### PLEASE COMPLETE ALL SECTIONS OF THIS FORM

Please check here if your agency has fewer than 100 full-time permanent employees:

You may nominate either an individual employee or a group of employees. Those nominated must be full-time permanent, non-probationary, bargaining unit or exempt state employees. You may not nominate yourself.

### SECTION ONE: NOMINEE INFORMATION

#### INDIVIDUAL NOMINATION

EMPLOYEE NAME:	EMPLOYEE ID #:
JOB TITLE:	
WORK EMAIL:	WORK PHONE:
LIST DATE(S) OF RECOGNITION IN THE PAST 12 MONTHS:	

#### GROUP NOMINATION PROVIDE INFORMATION FOR EACH GROUP MEMBER

EMPLOYEE NAME:	EMPLOYEE ID #:	JOB TITLE:	DATE(S) OF RECOGNITION IN THE PAST 12 MONTHS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

### SECTION TWO: AGENCY AWARDS COORDINATOR INFORMATION

AWARDS COORDINATOR OR DESIGNEE:	EMPLOYEE ID:
JOB TITLE:	WORK PHONE:
AGENCY NAME:	WORK EMAIL:
AGENCY MAILING ADDRESS:	
RELATIONSHIP TO NOMINEE:	

**SECTION THREE: DETAILED DESCRIPTION OF THE SERVICE, ACHIEVEMENT OR ACCOMPLISHMENT**

Each nomination must include a clear description of the service, achievement or accomplishment and must be based on one or more of the following criteria:

- Must have involved the development of state policy or improved methods or procedures that resulted in significant increased productivity, cost-savings or revenue enhancements, efficiency, or service to the state.
- Must have an agency-wide impact, multi-agency or statewide impact.
- Must have a significant impact on the general public or the life, safety or property of another (others).
- Must have significantly enhanced the image, prestige or effectiveness of the state.

**IMPACT STATEMENT-**

**Attach any supporting documentation that explains who was positively affected by the nominee's efforts and how they benefitted from these efforts.**

**NOTE:** Include clear, measurable, and verifiable data in your description to support the job-related service, achievement or accomplishment that occurred during the past 12 months. Describe in detail why this nomination is exceptional, beyond the nominee's assigned duties, and worthy of recognition. (*Additional space on next page.*)

[Empty space for nomination details]

**SECTION FOUR: NOMINATION HIGHLIGHTS:** Summarize in three short statements the key points of the job-related service, achievement or accomplishment on which the nomination is based. PLEASE LIMIT RESPONSES TO THE SPACE PROVIDED.

[Empty space for nomination highlights statement 1]

[Empty space for nomination highlights statement 2]

[Empty space for nomination highlights statement 3]

**SECTION FIVE: EMPLOYEE PERFORMANCE AND DISCIPLINE CHECK  
MUST BE COMPLETED BY HUMAN RESOURCES OFFICE**

Individual Name	Nominated employee has received a satisfactory or higher overall rating on the most recent Performance Review?		Date of most recent Performance Review? MM/DD/YY	Has the nominated employee received any disciplinary action(s)?  If so, indicate circumstances of action and associated timeframes(s) for each individual below. <i>(Attach comments)</i>	
	Yes	No		Yes	No
<b>Group Members</b>					
1.	Yes	No		Yes	No
2.	Yes	No		Yes	No
3.	Yes	No		Yes	No
4.	Yes	No		Yes	No
5.	Yes	No		Yes	No
6.	Yes	No		Yes	No
7.	Yes	No		Yes	No
8.	Yes	No		Yes	No
9.	Yes	No		Yes	No
10.	Yes	No		Yes	No
11.	Yes	No		Yes	No
12.	Yes	No		Yes	No
13.	Yes	No		Yes	No
14.	Yes	No		Yes	No

**SECTION SIX: SIGNATURES AND SUBMISSION:** Agency Human Resources Offices must ensure that all information on the form is complete before forwarding the nomination to the Selection Committee.

AGENCY NAME

\*AGENCY (CENTRAL OFFICE) HUMAN RESOURCES DIRECTOR'S SIGNATURE

PRINTED NAME

DATE

\*AGENCY DIRECTOR'S SIGNATURE

PRINTED NAME

DATE

\*By my signature inscribed above, I attest that this nomination meets the criteria guidelines and I support this employee's or group of employees' nomination for consideration of the Governor's Award.