



BAYS EMPLOYEE OF THE QUARTER NOMINATION FORM

Nominee's Name:	Date: Click or tap to enter a date.
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Directions: Please review the list below and check any of the following the characteristics that best describe the individual you are nominating for Employee of the Quarter. In the narrative section please describe (in at least 3-5 sentences) how this individual has demonstrated the characteristics selected. Please be sure to include details on how the team member you are nominating has gone above and beyond their expected job duties.

<p>Professionalism: <i>It is reflected in how we present ourselves and how we interact with everyone we meet inside and outside of the agency. It is demonstrated in appearance/dress, attitude, the words and actions chosen to communicate, treatment and respect of others.</i></p>	<input type="checkbox"/> Excellent Communication Skills <input type="checkbox"/> Positive Attitude <input type="checkbox"/> Great leader, team member, coach, or mentor
<p>Responsibility: It is taking ownership of our own actions and job requirements, which includes adherence to policies, timeliness, and responsiveness to requests/tasks, and doing the work we agreed to do.</p>	<input type="checkbox"/> Organized, prompt, or productive <input type="checkbox"/> Willing to help whenever needed <input type="checkbox"/> Always learning and sharing with others
<p>Integrity: It means we have a responsibility to approach our work with children and families in an ethical and competent manner. We are honest in our work and our interactions, doing what we say we are going to do and valuing the individuals we serve, as well as each other.</p>	<input type="checkbox"/> Respectful and considerate <input type="checkbox"/> Compassionate toward children and families <input type="checkbox"/> Compassionate and helpful towards colleagues
<p>Dedication: It means we are committed to doing the best job possible. Our dedication includes making sure we do more than just show up...taking steps to make sure we are well trained, confident, and competent to do the very important work that each child and each family deserves every day.</p>	<input type="checkbox"/> Doing whatever it takes to help a child and/or family to be successful <input type="checkbox"/> Dedication to serving the community <input type="checkbox"/> Contributing to a healthy and productive workplace culture
<p>Enthusiasm: Maintaining a positive attitude and building strong relationships inside and outside of the agency to sustains us. We spend a lot of our time at work, so make it fun and satisfying.</p>	<input type="checkbox"/> Taking initiative to improve <input type="checkbox"/> Supporting team members and celebrating success <input type="checkbox"/> Promoting BAYS within the community
<p>Narrative Section: Please provide examples as to why you feel this team member should be Employee of the Quarter as well as why you've selected the above characteristics to describe them.</p> <div style="border: 1px solid black; height: 150px; margin-top: 10px;"></div>	