

GENERAL SERVICES MOST VALUED PERFORMANCE AWARD

Nomination Guidelines

The Selection Committee will review all qualified nominations received and recommend to the General Manager a maximum of three employees who best exemplify the spirit of this Department by exhibiting one or more of the following qualities:

- Expend extra effort in a specific job or in all assignments;
- Always willing to take on extra assignments or special projects;
- Exhibits outstanding leadership and assists subordinates and peers to better job performance;
- Consistently demonstrates initiative in all aspects of the job;
- Can be counted on to get the job done well, no matter how difficult.

The three finalists will be submitted to the General Manager, along with all other nominations received. The General Manager will review the nominations, then choose the MVP's for the quarter.

To qualify for the MVP Award, a nominee must have:

- 1) Been employed by the Department of General Services for at least one year;
- 2) No unexcused absences in the last year; and
- 3) Not received the MVP Award within the last year.

Greater weight will be given to nominations received from co-workers and supervisors as opposed to other Departments.

Please complete the form on the reverse of this page and send it to:

Rosetta Davenport Landou, Training Officer
Employee Development and Training Center
Room 309, City Hall South
Mail Stop 508
Fax Number (213) 847-0214

NOMINATION FOR MOST VALUED PERFORMANCE AWARD

I (we) wish to nominate the following employee for the MVP Award for the Winter/Spring/Summer/Fall Quarter:

Employee's Name: _____ Class Title:

Work _____ address:

During the past quarter, the above employee exemplified the spirit of the Department of General Services. Specifically, this employee did the following:

Nominated by *: _____ Date:

_____ Date:

_____ Date:

* **Employees nominated by a group of co-workers will not receive greater consideration than an individual nominated by a single employee.**