



POLISH AMERICAN ASSOCIATION

Resources for Changing Lives

NOMINATION FORM - OUTSTANDING EMPLOYEE

In effort to recognize outstanding staff performance, the Polish American Association has initiated a program to present its best employees with the Outstanding Employee Award.

Although no one is perfect (!) there are individuals who do stand out among us.

My nomination for an outstanding employee is:

Please consider the following characteristics in your nomination (be as specific as possible and give examples but use no more than 2 sheets total for your response):

Compassionate- The employee should be respectful, considerate, empathetic and patient while dealing with clients and coworkers; he/she should be kind, understanding and displaying a positive attitude.

Cooperative (Team Work)-The employee should be approachable and willing to share their knowledge and skills with coworkers; he/she should be helpful and supportive to others. If conflicts or difficulties arise, employee should be concentrated on resolving the issues peacefully by open communication, negotiation and focusing on obtaining mutually beneficial solution.

Responsible & Reliable-The employee should perform his/her job responsibilities on an exemplary level and if possible engage in the services above the normal duties; he/she should be willing to undertake additional challenges. The employee should be consistent in his/her job performance and be perceived as trustworthy and honest by both clients and coworkers.

Creative - The employee should be open -minded, willing to adapt to changes. The person should be receptive to innovations and creative solutions in his/her daily work. The ideal candidate should display interest in expanding and/or developing new professional skills and broadening his/her knowledge and abilities.

Please return your nomination form by _____