

**GEM AWARD NOMINATION FORM**

Nominee's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department Name: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Nominator's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department Name: \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Nominator

**Criteria for Nomination:** (check all the boxes that apply)

**Star Award:**  
Service, Teamwork, Attitude, and Reliability.

**Customer Service Award:**  
Provides outstanding customer service.

**Rising Star Award:**  
New Team Members with a year or less of service that have shown growth through the agency.

**Team Player Award:**  
Collaborates and assists team members in any way needed.

**Nomination Justification:** *Describe the employee's accomplishments/contributions, that were above and beyond the normal duties expected of the position. Include as much specific information as possible:*

**HUMAN RESOURCES**

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Department Head/Division Head

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Human Resources Director

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Executive Director