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# **EXCELLENCE** **AWARD**

This award is presented to the support staff person who is nominated by their peers and/or management for exemplifying the following qualities:

- ✓ An ability to treat everyone - consumers, staff and the public - with courtesy, dignity and respect.
- ✓ Interacts in a way that is warm and friendly.
- ✓ Conveys genuine interest and caring to the person they are greeting.
- ✓ Puts people at ease, makes them feel good about being there, and instills a sense of hope.
- ✓ Provides comfort and a sense of belonging.

Please help us by nominating one of your staff members or peers who has great work attributes that deserve to be acknowledged and shared!

**2023 EXCELLENCE AWARD**  
**Nomination Form**  
**Nominations DUE September 5th**

Nominee:	Organization:	Position:
Nominator(s):	Position of Nominator(s):	Date:

**TIPS FOR WRITING A SUCCESSFUL NOMINATION**

- Those reviewing and voting on the nominations, generally do not know the candidate **PLEASE GIVE EXAMPLES** of what this person did to deserve this honor;
- This template allows you to address each criterion- (High Quality Work, Great Customer Service and Innovation/ Best Practices) specifically for your nominee.
- Please complete the section(s) under each criterion that apply to your nominee.

**HIGH QUALITY WORK**

**Identified as a resource within the organization**

**Exceptional knowledge of all aspects of position**

**Able to communicate ideas or information clearly and concisely**

**Willing to expand knowledge base and abilities**

**GREAT CUSTOMER SERVICE**

**Focuses on solution based process**

**Creates a comfortable atmosphere for external customers**

**Recognizes accomplishments of internal customers**

**Deals with conflict at the lowest level for best resolution**

**INNOVATION/BEST PRACTICES**

**Looks for and defines ways to improve services**

Researches alternative resources

Looks at the “big picture” when suggesting or implementing changes

Completed Nominations can be emailed to [coloradocmha@gmail.com](mailto:coloradocmha@gmail.com)