



Nomination Form

The purpose of the STAR award is to recognize City of Dover employees who exemplify outstanding service to a resident, customer or a fellow co-worker through his or her work and exhibiting a positive and supportive attitude.

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|-------------------|--|---------------------------------------|--|
| Your Name: | | Phone Number or Email Address: | |
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| Name of the Employee You Would Like to Nominate: | |
| Department (if known): | |
| Give us a brief description of why you are nominating them for the STAR Award: | |



Nomination Criteria

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| <p><u>Attitude and Commitment</u></p> <ul style="list-style-type: none"> • Dedicated to fulfilling job responsibilities • Demonstrates good customer service skills • Consistently dependable and is punctual in reporting to work • Serves as a role model to others • Goes above and beyond the requirements of the job | <p><u>Interpersonal Skills</u></p> <ul style="list-style-type: none"> • Displays a helpful, cooperative and positive attitude towards superiors and co-workers • Consistently friendly and available to others • Uses effective listening skills • Has a team player attitude • Voluntarily assists co-workers in order to complete important department projects |
| <p><u>Work Performance</u></p> <ul style="list-style-type: none"> • High overall quality of performance • Accurately completes work assignments on time • Controls high stress situations tactfully and calmly • Takes initiative • Requires little supervision • Willingness to learn and take on new responsibilities • Ability to train others and gladly willing to do so | <p><u>Personal Traits</u></p> <ul style="list-style-type: none"> • Maintains an appropriate and neat personal appearance and dress • Professional demeanor • Conscientious, honest, hard-working • Integrity |

Please submit via email to staraward@dover.de.us by using the email button below or you may fax the completed form to (302) 736-7093. If you have any questions, please give us a call at (302) 736-7073.

Thank you.

