

**CITY OF PITTSBURG
 EMPLOYEE RECOGNITION AWARD
 NOMINATION FORM**

This nomination form is to recognize employees for creativity, innovative thinking and activities that enhance the organization or exceptional achievement beyond the employee's job requirements, department or City standards by demonstrating outstanding efforts while responding to a life-threatening emergency or minimizing or solving serious work-related situations. Awards can be given to individuals or work groups.

NAME OF NOMINEE(S): _____

DEPARTMENT/DIVISION: _____

JOB TITLE (IF KNOWN): _____

YOUR NAME: _____

YOUR NUMBER: _____

DATE: _____

PLEASE PROVIDE A COMPLETE **S.T.A.R.** DESCRIBING THE NOMINEE(S) BENEFICIAL BEHAVIOR.

S/T – SITUATION OR TASK

A – ACTION

R – RESULT

DESCRIBE THE SITUATION OR TASK THE EMPLOYEE OR WORK GROUP WAS INVOLVED IN:

WHAT ACTION(S) DID THE EMPLOYEE OR WORK GROUP TAKE (WHAT DID THEY DO)?

WHAT WERE THE RESULTS FROM THE EMPLOYEE OR WORK GROUP'S ACTION (WHAT HAPPENED)?

PLEASE ATTACH ADDITIONAL PAGE(S) IF NEEDED.

RETURN COMPLETED FORM(S) TO HUMAN RESOURCES