**Employee Awards Nomination Form**

**Innovation Award**

***To foster innovations that improve work processes, which result in monetary savings or significant operational efficiencies. The award is primarily for individual employees rather than teams, but could include multiple employees who work together on cross functional teams or a group of employees working together to champion innovation.***

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| --- | --- |
| **Employee or Team Being Nominated:** |       |
| **Your Name:** |  |
| **Your Email Address:** |  |
| **Your Phone #:** |  |

The following criteria will be used to select the Innovation Award recipient:

Employees who suggest innovations that improve the quality of county operations and services are eligible. Employees must also substantially contribute to the implementation of the innovation or exercise leadership in championing the necessary change for the innovation to occur. The work should have been done (or the major project completed) between March 1, 2017 and the time the nomination is written.

**Please give examples of how this person or team improved work processes which result in monetary savings and/or operational efficiencies. (5 points)** (Operational efficiencies examples: saving staff time; saving county resources, fewer people to do same work, etc.)

**Please give examples of how this person or team contributed substantially to implementation of innovation or led the change for innovation to occur. (5 points)**

**Please provide additional information regarding this employee or team and how you feel they inspired pride in the work of Multnomah County. (5 points)**

*Please be as detailed and specific as possible about the nominee. The information provided will be the sole factor determining the committee’s ranking of nominees.*

*PLEASE READ BEFORE YOU SUBMIT YOUR NOMINATION:*

*Every description field above is scored on a 0-5 point system and scored as indicated below. Any field left blank or incomplete will be scored with a 0 or a 1. All scores are then totaled and nominees are ranked based on those totals.*

*0 = Not Covered*

*1 = Unclear: Not clearly defined; not explicit.*

*2 = Noteworthy: worthy of notice or attention*

*3 = Significant: having or expressing a meaning; important; of consequence.*

*4 = Distinguished: made conspicuous by excellence;*

*5 = Extraordinary: exceptional in character, amount, extent, degree, etc…; remarkable; uncommon, rare, phenomenal, special*

**Submission instructions:**

* Save file to your network folder
* Attach completed saved form in to an email to **Employee.recognition@multco.us**