Associate of the Month

The Associate of the Month Program has been established with Ms. Louise Mondragon, Chief of Human Resources, as the committee Coordinator. The committee shall consist of five (5) members with a representative from each Program area of the Department of Economic Opportunity.

**PURPOSE:** To publicly acknowledge and express appreciation for outstanding contributions by employees of the Department of Economic Opportunity.

**ELIGIBILITY:** To be eligible for an Employee Recognition Award an employee or contractor must have been employed at the Department of Economic Opportunity for a period of 1 year or longer, in a **career service** position or a **selected exempt position** that does **NOT** supervise other employees. **OPS** employees or **Contracted staff**s also are eligible after 1 year of continuous employment. Further, they must have successfully completed his or her probationary period, and be an employee or contractor in current good standing. Eligible employees or contracted staff may be nominated for awards based on any or all four categories: teamwork, customer service, innovation and leadership. NOTE: Employees nominated in all four categories will be ranked higher than employees or contracted staff nominated in only one category.

**NOMINATION PROCESS:** Nominations may be submitted in writing (including emails), with supporting documentation, if appropriate, and by Division Directors and Managers. *Any supporting documentation submitted must be relevant to the nomination.* Nominations may include endorsements from other Department employees or work-related individuals; however, Managers and Supervisors may only nominate their direct reports. The attached nomination form with all necessary signatures, must accompany the supporting documents. It is important to add specifics when nominating an employee, i.e. provide examples of how the employee performs above and beyond fulfilling normal duties.

Please see the nomination schedule for upcoming deadlines. Completed nominations should be forwarded to Ms. Louise Mondragon, Chief of Human Resource Management, Caldwell Building in a sealed envelope. Electronic submissions should be sent to [Louise.Mondragon@deo.myflorida.com](mailto:Louise.Mondragon@deo.myflorida.com). For email submissions, please indicate “Employee of the Month Nomination” in the subject line of your email.

**NOTIFICATION:** Awards will be announced by the Executive Director via the intranet or at his discretion.

DEPARTMENT OF ECONOMIC OPPORTUNITY

Employee Recognition Nomination Form

|  |  |
| --- | --- |
| Nominee’s Name |  |

|  |  |
| --- | --- |
| Nominee’s Division/Office |  |

|  |  |
| --- | --- |
| Nominee’s Director/Manager/Supervisor’s Name |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Division/Office |  |  | Office Telephone |  |

|  |  |
| --- | --- |
| Nominating Director/Manager/Supervisor’s Signature/Date |  |

1) **TEAMWORK**

Criteria: Check all that apply

Demonstrates teamwork that reflects excellent interpersonal skills

Demonstrates a high level of personal and team accountability

Demonstrates a high level of productivity

Demonstrates a high level of efficiency in the use of resources

Demonstrates outstanding (and DEO mission related) results

Please include specific examples that demonstrates the behaviors described above:

**TYPE EXAMPLES HERE**

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2) **CUSTOMER SERVICE**

Criteria: Check all that apply

Eliminates barriers for customers

Develops Customer centered process (es)

Puts on a “Happy Face”

Advocates for improvement and customer/student satisfaction

Goes the extra mile

Please include specific examples that demonstrate the behaviors described above:

**TYPE EXAMPLES HERE**

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3) **INNOVATION**

Criteria: Check all that apply

Recommends or implements process improvement(s)

Recommends or implements saving or spending avoidance ideas

Recommends or implements revenue generating ideas

Improves efficiency or results

Please include specific examples that demonstrate the behaviors described above:

**TYPE EXAMPLES HERE**

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4) **LEADERSHIP**

Criteria: Check all that apply

Models leadership qualities

Motivates others to excel

Demonstrates personal commitment to excellence

Proven results orientation

Please include specific examples that demonstrate the behaviors described above:

**TYPE EXAMPLES HERE**

Revised 11 08