GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

ONE CITY MAYORAL AWARDS PROGRAM

NOMINATION FORM

Section 1 – Instructions

INSTRUCTIONS: Based on the selection criteria, a written justification on the nominee limited to two (2) pages must be submitted with the nomination form. All forms and supporting document must be submitted to the agency's Awards Coordinator.

AWARD: Employee of the Year

PURPOSE: To recognize the most outstanding District government employee.

ELIGIBILITY: All applicable District government employees

Section 2 – Employee Information [*Required Fields]

Name of Nominee*	Agency/Department*
Position Title*	Supervisor
Grade	Telephone Number

Section 3 – Selection Criteria

The nominee must have at least one (1) year of continuous service and demonstrated at least four (4) of the following:

- Willingness to devote extra time and effort to set and maintain exceptionally high standards for performance;
- Ability to resolve difficult situations with tact and resourcefulness;
- Initiative to anticipate problems and negotiate effective, thoughtful, and innovative solutions; and
- Motivation to pursue excellence by consistently meeting challenges and exceeding accepted performance standards.

Section 4 – To Be Completed by Nominator and Agency Awards Coordinator

Nominator's Name	Agency Awards Coordinator's Name
Agency/Department Telephone Number	Agency/Department Telephone Number
Signature Date	Signature Date