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: Manager of the Year

PURPOSE: To recognize a manager who is the most effective in performing his or her position.

ELIGIBILITY: All Management Supervisory Service and 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 three (3) of the following:

- Inspires employees to exceed service expectations and needs of the organization;
- Ability to gain employees' commitment to management objects;
- Encourage and assist employees in the development and utilization of their skills; and
- Willingness to consistently devote time and effort to ensure that assigned duties are carried out promptly and responsibly.

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