



**EMPLOYEE RECOGNITION PROGRAM
Individual - Nomination Form**

Nominee's Information

Name: _____ Employee ID#: _____

Current Civil Service Title: _____

Current Office Title: _____

Current Work Location (department, unit, or borough/development): _____

Name & Office Title of Direct Supervisor: _____

Name & Office Title of Director, VP, EVP: _____

1. Describe the nominee's duties and responsibilities.

2. What actions made the nominee's job performance stand out amongst other employees? Please provide examples.

3. Provide examples of how the nominee exhibited good customer service.

Nominator Information

Name & Title: _____ Date: _____

Current Work Location: _____ Email: _____

Phone Number: _____



EMPLOYEE RECOGNITION PROGRAM
Team/Unit/Development/Department - Nomination Form

Team Information: List names and civil service and office titles for each team member.

Current Work Location (department, unit, or borough / development): _____

Name & Office Title of Direct Supervisor: _____

Name & Office Title of Director, VP, EVP: _____

1. Describe the team's duties and responsibilities.

2. What actions made the team's job performance stand out. Please provide specific examples.

3. Provide examples of how the team's actions demonstrated good customer service, improved a situation or problem, or contributed to NYCHA's mission.

Nominator Information

Name & Office Title: _____ **Date:** _____

Current Work Location: _____ **Email:** _____

Phone Number: _____