

**W.O.W. Award**  
(GENERAL Personnel)  
**Wonderful Outstanding Worker**  
Nomination Form

Deadline: Friday, November 30, 2018. Please complete the form below in its entirety, providing as much detail as possible to assist the Award Committee.

I submit the name of the following individual for consideration to receive the:

(check one only)

**General Employee**

**Employee Name (please print):** \_\_\_\_\_

**Employee position:** \_\_\_\_\_

**Employee phone number** \_\_\_\_\_

**Supervisor Name** \_\_\_\_\_

**Supervisor Phone Number:** \_\_\_\_\_

Please outline, using the attached piece of paper why the before-mentioned business should be recognized based upon the criteria listed on the first page of this form. Please be specific (include significant achievements, recognition, or honors, community activities, greatest strengths, special qualities, etc.)

**This form shall be completed entirely in order to be accepted by the MLK Awards Committee.**

Nominated by (please print): \_\_\_\_\_

Phone Number of person submitting nomination: \_\_\_\_\_

Please return to: City of Riviera Beach, Attn: RB MLK Committee, 600 W. Blue Heron Blvd.,

Riviera Beach, FL 33404 Email: [jburgess@Rivierabch.com](mailto:jburgess@Rivierabch.com)



## **WOW- Wonderful Outstanding Worker**

### Award Criteria and Eligibility

Unless otherwise noted, nominations should be for actions that occurred between November 2017 and October 30, 2018. There will be one award winner. Nominations for the WOW – Wonderful Outstanding Worker shall be for individuals who have:

1. Performed their jobs with exceptional skill, expertise, innovation and results.
2. Exhibited leadership and increases employee morale.
3. Community involvement both on and off the job should reflect favorably on their department.
4. Exhibited critical incident management and a devotion to responsibilities
5. Displays exceptional customer service.

Sworn personnel are not eligible for the WOW – Wonderful Outstanding Worker award,  
Only General Employees

### **\*A review of Nominee personnel file will be performed\***

**Employees who have already received the award are ineligible, while those who were nominated but did not receive previous awards may be re-nominated.** Only General Personnel may be nominated, not sworn police or firefighters of the City of Riviera Beach. Self-nominations or incomplete forms will not be considered or accepted. The number of nominations received per employee will bear no weight in the selection for the award. A review of the nominee's personnel file will be performed.

HOW TO NOMINATE: If you have a general employee you feel has given unselfishly to help others, or who meets any or all of the above criteria, please fill out the back side of this form. Additional applications for nominations may be picked up at the Riviera Beach City Hall at 600 W. Blue Heron Blvd. Please mail or return in person the completed nomination form no later than the close of business on Friday, November 30, 2018 via US Mail or in-person: City of Riviera Beach, Attn: RB MLK

Committee, 600 W. Blue Heron Blvd., Riviera Beach, FL 33404. If you have any questions, please contact Deputy City Clerk Burgess at 561-845-4179 or by email at [jburgess@rivierabch.com](mailto:jburgess@rivierabch.com). **The top three (3) nominees will be invited to the Riviera Beach City Council meeting on January 2, 2019, at which time the winner will be announced.**





**WOW**  
**Wonderful Outstanding Worker**  
Nomination Form



Name of Nominee: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

Please complete each section of the nomination form. Provide specific details of the accomplishments, outstanding customer service, and/or achievements.

Describe the employee's accomplishments/contributions that were above and beyond the normal duties expected of the position. Include as much specific information as possible. (maximum of 200 words)

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Explain how the employee provided outstanding service (i.e. served as a role model, and/or enhance the reputation of the department/city, contributed to a positive work environment by supporting the City of Riviera Beach). (maximum of 200 words)

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Describe the employee's recent achievement(s) that positively impacted the department and/or the City of Riviera Beach. (maximum of 200 words)

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