



H.E.R.O. Feedback Form

Humanitarian Efforts Recognized by Okaloosa County
(To be completed by Department Director)

Employee's Full Name: _____

Department: _____

Job Title: _____

Detail reasons why Director is nominating employee for a H.E.R.O. Award:

Nominating Director Name:

Signature: _____ Date: _____

Send this form, along with any documentation (if applicable) to HR for review.



Approve



Deny

HR & RM Director Review: _____

Comments: _____

County Administrator (or designee) signature: _____

Date: _____

Directions to CAO staff:

If approved:

- Coordinate, between Department Director and County Administrator, recognition at an upcoming Board meeting
- Prepare certificate for presentation; forward copy to HR
- Forward a copy of all documentation to Public Information Officer
- Forward original Feedback form and any attached documentation to HR

If denied:

- Copies of this form and any supporting documentation, if applicable, to Director
- Original copy of this form and any supporting documentation to HR

Directions to PIO:

- Coordinate the following: picture of employee on website (if agreeable), press release, and spotlight in the next County Newsletter

Directions for HR:

- Payroll HR Specialist process 8 hours of leave for all approved employees
- Enter information in tracking database
- All paperwork to be filed in employees HR file