



P.R.I.D.E. Feedback Form

Public Recognition Involving Dedicated Employees
(To be completed by Department Director)

Employee's Full Name: _____

Department: _____

Job Title: _____

Recommend award for performance in the following category:

Customer Service Teamwork Initiative

Other (define): _____

Detail reasons why employee is being nominated for a P.R.I.D.E. Award:

Nominating Director: _____

Signature: _____ Date: _____

Send this form, along with applicable documentation to Human Resources for review.

Recommend approval Deny HR & RM Director Signature: _____

Comments: _____

Approve Deny

County Administrator (or designee) Signature

Date

Directions for HR Staff:

If approved:

- Prepare P.R.I.D.E. award certificate
- Provide certificate and narrative to HR & RM Director for County Administrator's signature
- Send copy of form and certificate to PIO
- Coordinate with department on receipt of original certificate
- Provide copy of form and certificate to Payroll Specialist for processing of 4 hours of leave
- Place copies of all documentation in employee's file

If denied:

- Copies of form and documentation to nominating Director
- Place all documentation in employee's file