



***Orange County Department of Education
Classified School Employees of the Year***

2012 Nomination Recommendation Form

Nominee Information

Nominee Name

Category

Recommender Information

Recommender Name

Title

Area Code and Phone number

E-mail Address

Please attach a narrative that provides examples of the nominee's outstanding achievement in:

- Work Performance**
- School Community Involvement**
- Leadership and Commitment**



Orange County Department of Education Classified School Employees of the Year

2012 Application Instructions

Candidate Eligibility

- Candidates must have a minimum of five years of service in category
- Classified non-management, non-supervisory employee

Nomination Selection Criteria

Work Performance

- Is motivated and interested in the job
- Demonstrates high skills and knowledge on the job
- Willingly supports/cooperates with others
- Promotes collaboration within the work unit
- Is committed to high standards of performance
- Exemplifies professionalism at all times

School/Community Involvement

- Is involved in school activities apart from work
- Is involved in community volunteerism/activities
- Organizes others within the work environment
- Organizes others within the community

Leadership and Commitment

- Promotes equity between/among work groups
- Steps up to cooperatively work through problems
- Promotes open communication among work groups

It is suggested that nomination recommendation forms and narratives are submitted electronically to Robin Gurien at rgurien@ocde.us