



THD Team Member of the Quarter: Criteria and Nomination Form

Purpose of Award

The THD Team Member of the Quarter award provides fair, and equal consideration of all eligible staff for recognition within THD.

This award recognizes a THD full-time or part-time team member that demonstrates:

- Exemplary customer service and support to clients, team members, and partners.
- Ability to inspire and support the performance and achievement of others.
- A high degree of professionalism.
- A positive attitude toward work responsibilities, team members, and clients and serves as a role model for others.
- A commitment to the overall mission of THD.
- A willingness to take initiative and carry out additional responsibilities beyond regular job assignments for the good of the department and citizens of Tulsa County.
- Delivers service the “THD Way” by treating all internal/external customers with dignity and respect.
- Include recent extraordinary act(s) for which the member is nominated

Nominees must meet the following criteria:

- Must be a THD team member for at least 12-months/ one year and successfully completed their probationary period.
- Must be a part-time or full-time team member of THD.
- Must not have any active Performance/ Disciplinary actions pending.
- Award recipient cannot receive the THD Team Member of the Quarter Award more than once in a 24-month period. However, the team member can be nominated for/or receive other awards.
- Nominees who do not receive the award for the quarter in which they were nominated, may be nominated again, but will not automatically remain in the nomination pool.
- Reflects time period from January 2017- March 2017.

Disclaimer: The THD ERC/ QI Committee Chairs have the right to verify nomination content with the nominee's supervisor. For privacy, the names of nominees will remain confidential and de-identified (except for the Committee Chairs). The nomination form will be viewed by the ERC/ QI Committee Recognition Committee to avoid any bias. Final selection will be reviewed and signed off for approval by the Department Director.



THD Team Member of the Quarter
Nomination Form

In recognition of exemplary job performance and outstanding contributions to the Tulsa Health Department, I would like to nominate the following team member for the *THD Team Member of the Quarter Award*:

Name of nominee:

Title of nominee:

Program of nominee:

Name of nominee's supervisor:

Briefly describe how this nominee represents the spirit of the THD Team Member of the Quarter award. Please give specific examples using selected or all criteria:

Involvement and Service

How does the nominee enhance the Tulsa community and/or THD workplace through their service and contributions in their position and program involvement?

Commitment to Quality

Describe the nominee's commitment to quality, initiative and professional growth. Please give specific examples:

Building Relationships

Describe how this person has motivated fellow team members and/or community partners in enhancing the quality of life for Tulsa County citizens and clients.

Feel free to add any additional information about this nominee:

Nominated by:

Telephone number:

Date of nomination:

Please send your completed nomination form to Jill Almond at JGHC or electronically to jalmond@tulsa-health.org by April 4, 2017 @ 2:00 pm. You will receive a respond when the nomination is received.