



Employee/Team Nomination (Monthly)
LA COUNTY STARS! (Special Talents for Achieving Remarkable Service)
Service Excellence and Organizational Effectiveness

Employee/Team Name (use space provided below to enter Team Members' information):

Payroll Title	Years in County Service:
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>

Department Name	Division of Department
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>

Work Address (for teams, please attach a separate sheet):

Work Telephone Number:	Work E-mail Address:
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>

Please provide the name of a staff person who may be contacted if DHR staff have questions about the details of this nomination:	Name:
	<input style="width: 95%; height: 25px;" type="text"/>
	Phone Number:
	<input style="width: 95%; height: 25px;" type="text"/>

This nomination is submitted by the following departmental administrators:

Signature of Nominator:	Date:
<input style="width: 95%; height: 42px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>

Name, Title, Mailing Address of Nominator:	Phone Number:
<input style="width: 95%; height: 55px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
	Fax Number:
	<input style="width: 95%; height: 25px;" type="text"/>

Department Head's Signature:	Date:
<input style="width: 95%; height: 42px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>

Team Member Information

	Name	Title	Department /Division	Years of Service	Telephone	E-mail
1.	<input style="width: 95%; height: 25px;" type="text"/>					
2.	<input style="width: 95%; height: 25px;" type="text"/>					
3.	<input style="width: 95%; height: 25px;" type="text"/>					
4.	<input style="width: 95%; height: 25px;" type="text"/>					
5.	<input style="width: 95%; height: 25px;" type="text"/>					
6.	<input style="width: 95%; height: 25px;" type="text"/>					
7.	<input style="width: 95%; height: 25px;" type="text"/>					
8.	<input style="width: 95%; height: 25px;" type="text"/>					
9.	<input style="width: 95%; height: 25px;" type="text"/>					
10.	<input style="width: 95%; height: 25px;" type="text"/>					

Please use Arial font; no less than 11 pitch for all entries

Employee /Team Name:

Service Excellence and Organizational Effectiveness: Providing the public with easy access to quality information and services that are both beneficial and responsive.

Internal Use Only

1. Describe how the nominee improved the quality or delivery of a service product and demonstrated the ability to analyze, assess and improve the effectiveness of the organization.

2. Describe how the nominee responded to customer requirements in an exemplary, timely, and courteous manner to streamline and improve administrative operations and processes to make the organization more efficient.

3. Describe how the nominee streamlined and improved administrative operations and processes to increase effectiveness, enhance customer service, and support responsiveness to County operations. Describe how the nominee evaluated the organizational structure to achieve operational efficiencies and improve County service delivery, including restructuring or consolidating existing County departments, functions, or commissions, and partnerships with external agencies.

Initial

Dept No.

SHARED VALUES CHECKLIST

How well did the nominee reflect the County of Los Angeles' Shared Values in accomplishing their results? **Please note:** It is important to provide specific examples of shared values as they are a critical component of the rating. A numerical score will be assigned to each shared value and will be carefully considered in compiling the candidate's overall score.

Accountability - accepts responsibility for the decisions made and the actions taken.

Internal Use Only

Can-do Attitude – approaches each challenge believing that, together, a solution can be achieved.

Compassion – treats those we serve and each other in a kind and caring manner.

Customer Orientation – places the highest priority on meeting our customers' needs with accessible, responsive, quality services, and treating them with respect and dignity.

Integrity – acts consistent with our values and the highest ethical standards.

Leadership – engages, motivates and inspires others to collaboratively achieve common goals through example, vision and commitment.

Professionalism – performs to a high standard of excellence, and takes pride in our employees and invests in their job satisfaction and development.

Respect for Diversity – values the uniqueness of every individual and their perspective.

Responsiveness – takes the action needed in a timely manner.

BONUS: Describe how the nominee employed **collaboration** in their achieving results.

Initial

Dept. No.