



**Employee/Team Nomination (Monthly)**  
**LA COUNTY STARS! (Special Talents for Achieving Remarkable Service)**  
**Workforce Excellence**

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

**Payroll Title**  **Years in County Service:**

**Department Name**  **Division of Department**

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

**Work Telephone Number:**  **Work E-mail Address:**

**Please provide the name of a staff person who may be contacted if DHR staff have questions about the details of this nomination:**  
**Name:**   
**Phone Number:**

**This nomination is submitted by the following departmental administrators:**

**Signature of Nominator:**  **Date:**

**Name, Title, Mailing Address of Nominator:**   
**Phone Number:**   
**Fax Number:**

**Department Head's Signature:**  **Date:**

**Team Member Information**

	<b>Name</b>	<b>Title</b>	<b>Department /Division</b>	<b>Years of Service</b>	<b>Telephone</b>	<b>E-mail</b>
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Employee /Team Name:

**Workforce Excellence:** Enhancing the quality and productivity of the County workforce.

1. Describe how the nominee implemented human capital management best practices (e.g., succession planning, professional development, employee surveys).

*Internal Use Only*

\_\_\_\_\_

2. Describe how the nominee enhanced the recruitment, development, and retention and well-being of qualified County employees.

\_\_\_\_\_

3. Describe or list any training or skill development used by the nominee in creating program(s) to enhance the quality and productivity of the County workforce.

\_\_\_\_\_

*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.*