



**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):**

John Smith

<b>Payroll Title</b> Department Coordinator	<b>Years in County Service:</b> 20
<b>Department Name</b> Department of XYZ	<b>Division of Department</b> Youth Programs

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

<b>Work Telephone Number:</b> (213) 555-2222	<b>Work E-mail Address</b> xyx@xyz.lacounty.gov
--	---

<b>Please provide the name of a staff person who may be contacted if DHR staff have questions about the details of this nomination:</b>	<b>Name:</b> Susan Smith
	<b>Phone Number:</b> (213) 555-2223

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

<b>Signature of Nominator:</b>	<b>Date:</b> 1/19/10
<b>Name, Title, Mailing Address of Nominator:</b> Susan Doe Senior Supervisor ABC Z Road, LA, CA 90012	<b>Phone Number:</b> (213) 555-5555 <b>Fax Number:</b> (213) 555-5556
<b>Department Head's Signature:</b>	<b>Date:</b> 1/19/10

**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.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

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

Employee /Team Name(s): John Smith

---

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

Internal Use Only

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

Mr. Smith displays outstanding leadership among his peers. Recently the XYZ Department had a crisis at center A. (the serious injury of an activity counselor) He not only was able to get headquarters senior managers to go to the center to assist with supervision of youth during this crisis, but Mr. Smith also went to the center himself to provide support to everyone else affected. Demonstration of a true leader. His selfless contribution allowed center operations to continue for a large number of youth during this emergency.

**Evaluator Comment: Be sure that information provided is project driven. Do not state what the employee should be doing as part of their daily assigned duties.**

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

One of Mr. Smith's major recent accomplishments include, but are not limited to leading the Activities Unit and the center's headquarters during a time of restructuring and reorganization. He has been instrumental in developing an array of activities and programs which include face to face interaction with each youth and direct input from several outside agencies.

**Evaluator Comment: The nomination is not a performance evaluation, but an explanation of what the employee did to go above and beyond the call of duty.**

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.

Mr. Smith is a true leader. His leadership skills allow him to accomplish more than most individually, but he is also able to achieve increased productivity from his team. He has received many awards such as appointment to the Youth Program Planning Committee, recognition from Boy Scouts of America, and the Challenger Boys and Girls Club of America. Another current accomplishment is completion of a 60-hour Managers Training Program through the Department of Human Resources Learning Academy.

---

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*

As a leader, Mr. Smith often does not take credit for his accomplishments, but he always accepts responsibility for making the decision needed to move a project along.

---

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

Mr. Smith accepts all assignments and new challenges. He is able to motivate his team at Center A to accomplish what often has not been accomplished before. **Evaluator Comment: use examples**

---

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

Mr. Smith is a compassionate individual who knows that employee will perform better if treated with kindness and respect.

---

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

---

Mr. Smith recognizes the importance of excellent customer service, professionalism, and treating everyone with courtesy and respect. **Evaluator Comment: how does he do this?**

---

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

Mr. Smith's values often exceed those of any County department. He is a man of very high integrity.

**Evaluator Comment: describe**

---

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

---

Mr. Smith excels as a leader and has demonstrated the ability to motivate staff to give 110% on the job, work as a cohesive team and resolve issues in a collaborative effort.

---

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

Always a professional who is capable of dealing with representatives from other agencies, he routinely works with colleagues from the Los Angeles Office of Education, the Department of Children and Family Services, Parks and Recreation, and a multitude of outside agencies involved in issues of today's youth.

**Evaluator Comment: this response belongs under "Bonus" to show collaboration**

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

Mr. Smith respects all employees as individuals. He is very capable of bringing people together from different and varied background to develop high performing teams.

---

**Responsiveness** – takes the action needed in a timely manner.

Mr. Smith is able to prioritize conflicting demands and produce high quality results ahead of schedule. He and his unit are extremely responsive to all requests.

---

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

**Evaluator Comment: this question offers the potential of two extra points.**

---

*Initial*

---

*Dept No.*