



**EMPLOYEE SPOTLIGHT PROGRAM  
Nomination Form**

www.leecountyil.com

The *Employee Spotlight Program* highlights the contributions of employees who have gone above and beyond the everyday scope of their responsibilities, or those who have particularly excelled in the execution of job duty. The *Spotlight* recognition will be awarded Quarterly. Nomination forms will be accepted through 4:30 p.m. of the Friday prior to Board Committee Week during the months of January, April, July, and October.

Nominations will be accepted by the County Administrator, and will be reviewed by the Administrative Services Committee. Employees selected for the recognition will receive a \$100 gift card.

**Nominee (Employee) Information**

Name \_\_\_\_\_

Department \_\_\_\_\_ Position \_\_\_\_\_

**Nominator Information**

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Position \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Describe in detail below the nominee’s contribution that led to this nomination. (Attach additional document if needed). Areas of consideration are:

- Impact: Service, dedication, professionalism, and compassion in dealing with internal or external stakeholders (co-workers and community); inspiring an overall sense of belonging that leads to a welcoming employment environment.
- Effectiveness: Promotion of County core values and purpose including character, collaboration, respect, and service to the community.
- Innovation: Contribution toward more efficient or productive operations including money-saving ideas, exceptional fiscal responsibility, and improving service quality.

Description: