

MCLS QUARTERLY LIBRARY STAFF RECOGNITION



NOMINATION FORM



Quarterly Library Staff Recognition will be announced in the following months for nominations submitted in each quarter:

1st Quarter - submit forms January-March, selection announced in April

2nd Quarter - submit forms April-June, selection announced in July

3rd Quarter - submit forms July-September, selection announced in October

4th Quarter - submit forms October-December, selection announced in January

When considering someone for recognition, think of an individual who has made your job easier, assisted you in performing your job, or has gone above and beyond expectations and their duties. To submit a nomination, please complete the following questions. Use additional pages or the back, if necessary. Submit completed forms to Kate at MCLS: kverhelst@mcls.lib.wi.us or via van delivery.

Date: _____ Nominator: _____

Candidate: _____ Library: _____

1. What attributes or actions make this individual worthy of your nomination?
Give examples.

2. How is this individual an asset to your library? Give examples.

3. How has this individual contributed to your library and/or community? Give examples.

4. With 1 = average and 5 = outstanding, please rank the nominee in the following areas:

Quality of work: 1 2 3 4 5

Attitude toward job duties: 1 2 3 4 5

Problem solving skills: 1 2 3 4 5

Willingness to help others: 1 2 3 4 5

Service to the library: 1 2 3 4 5