



Customer Service

Star Award

Nomination Form

Nominated Employee: _____ Department: _____

Month Nominated: _____

Nominated By: (Optional)

*The **Star Award** is meant to recognize those employees who have provided exceptional **Customer Service** by going above and beyond their regular duties.*

Criteria for Nomination:

Please provide a minimum of (1) example for each category of the below criteria.

Customer Service

A Team members actions provide outstanding Customer Service to partners and/or customers through fewer errors, responsiveness, flexibility, problem-solving and professionalism

Above & Beyond

B Team members actions go above and beyond normal expectations to reduce backlog or support conversion

Communication

C Team members actions display effective communication skills

Value

D Team members actions added value internal and external partner relations

Please note that the Star Award is awarded for a specific action related to Customer Service. Nominations may be rejected by the Customer service committee should they not meet the minimum criteria.

On the back of this form please provide a minimum of (1) example for each of the above categories for this nomination, there is also a space for additional comments.

Nominations will be picked up by the third Sunday of each month. Dates are subject to change.

Please contact the Customer Service Committee for details or any questions or concerns (985)277-5629.

NOMINATION

Please remember to provide job related examples

Customer Service:

Above & Beyond:

Communication:

Value:

Additional Comments:

Committee Use:

Date Received: _____ Accepted: _____ Rejected: _____ Committee Chair Initial: _____ Candidate # _____