

# Tahoe Donner Team Member of the Month

# Nomination Form



## Nomination Rubric

*Be objective in evaluating the below criteria areas. Please note that not every criteria will apply to every candidate. Should any not apply to your nominee please indicate N/A for Not Applicable. Also, please give detailed examples as to why a particular candidate exemplifies each criteria. Your description will be used to evaluate each nominee, so please be thorough. All completed nominations can be submitted jobs@tahoedonner.com, or to the Human Resources Office located in the Northwoods Clubhouse.*

Nominee's Name: \_\_\_\_\_ Position: \_\_\_\_\_

Nominator's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Brief Description of nominee's responsibilities/job duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Nomination Criteria

**Cross Department Teamwork:** Teamwork is not limited to the employee's department, but across the association. The sharing of ideas, resources and effort to get the job done. We all have the same purpose, support Tahoe Donner Association membership through business operations.

Please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Innovation – “Think outside the box”:** Employee reviews a problem, procedure or policy from a new perspective without preconceptions, thereby breaking the habit of thinking predictably and instead thinking creatively.

Please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Demonstrate Pride in the association:** Each individual is an employee of the association; a representative who actively participates in Tahoe Donner amenities and programs on and off the job.

Please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Think outside the box.  
Take pride in your work.  
Reach out to others  
Make an impact  
Go above and beyond  
Be a hero.  
Stay positive  
Strive for excellence.  
Challenge yourself  
Be a team player  
Set a standard.  
Do something special  
Help out.  
Reach out to others  
Make an impact  
Go above and beyond  
Be a hero.  
Stay positive  
Strive for excellence.  
Challenge yourself  
Be a team player  
Set a standard.  
Do something special  
Help out.  
Reach out to others  
Make an impact  
Go above and beyond  
Be a hero.  
Stay positive  
Strive for excellence.  
Challenge yourself  
Be a team player  
Set a standard.  
Do something special  
Help out.

**Operational Impact:** The employee proactively looks for ways to increase operational efficiency. This could include safety issues, expenses, labor costs, fraud, etc.

**Please explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Beyond Customer Service:** Excellent customer service is constantly and consistently exceeding member's expectations. Remember – "Good Enough, isn't."

**Please explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Membership Outreach:** Employee who actively works on getting to know the members on a personal level by understanding their needs, wants and expectations of Tahoe Donner.

**Please explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Safety and Health – "Safety First":** Safety and health best practices for our employees, members and guests are our most important duty. We must constantly be on the lookout for potential hazards and follow-through with improving the work and play environment.

**Please explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Special Criteria Category

**Hero Criteria:** To fulfill the Hero criteria an employee must perform any action that would cause a customer to stop and say "You Are My Hero."

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\_\_\_\_\_