

I Am JCPS!

Star Performer Award Nomination Form

Thank you for recognizing a colleague as a JCPS Star Performer! You may nominate any JCPS employee; however, supervisors **may not** nominate a member of their own staff. Employees in all district role groups are eligible for nomination.

Please use a separate form for each employee you are nominating. The nomination form must be filled out completely and signed/approved by the nominee's supervisor. Please return the completed form through the Pony to the Public Information Office, VanHoose Education Center, Third Floor; or by fax to **485-3629**.

Please provide the following information about the JCPS employee you are nominating; please print legibly.

Name: _____ Location: _____

Job Title: _____ Supervisor's Name: _____

Why do you feel this employee should receive a Star Performer Award for sensational customer service? In what way has this employee gone above and beyond his or her normal work duties to provide excellent customer service to you or other stakeholders? Please use an additional sheet of paper if necessary. Please print legibly.

Submitted by: _____ Date: _____

Supervisor Approval: _____ Date: _____

PIO use only:

Reviewed by Internal Communications? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: ___/___/___	Initials: _____
Previous Award Nomination? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Last Award: ___/___/___	

