



Going the Extra Mile Awards

NOMINATION FORM

How to nominate

Any employee can nominate a co-worker simply by filling out and submitting this nomination form. Simply place this form in the envelope, which will be picked up by Colin every Monday with the timesheets.

Each nomination must be submitted on a separate form. Incomplete forms may be considered ineligible for assessment.

Send your completed form to:

1. Via email: hr@rwcsystems.net
2. Via online: <http://rwcsystems.com/culture>
3. Via pickup: Picked up with Timesheets

Applications close

End of the current Month

Nominee details

First name:	Last name:
Site Location:	
Job Title:	
Today's Date:	
Supervisor's Name (if known):	

Award criteria

When making your nomination, **check** all that apply for each category listed. If you have checked all within each criteria you must provide specific examples. Nominees will be judged on a point system. Each nomination will be graded according and the points tallied to determine the nominee's overall score. The highest scoring nominee will be considered for the award.



A. Safety

Check all that apply

<i>Taking an active role and being a strong advocate of safety for RWC</i>	
<i>Consistently maintaining a good safety program</i>	
<i>Making an extra effort to improve or correct a specific aspect of safety within the workplace</i>	
<i>Identifies and reports incidents, hazards and near misses</i>	
<i>Encourages others to follow Safe work practices</i>	

Please provide specific example(s) if you have checked all above:

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B. How Did the nominee go above and beyond expectations?

<i>Dedicated to fulfilling Job Responsibilities</i>	
<i>Requires little supervision</i>	
<i>Willing to go above and beyond regular work duties to assist and train co-workers</i>	
<i>Willing to learn and take on new responsibilities</i>	
<i>Goes above and beyond by showing exceptional initiative, perseverance, accountability or commitment</i>	

Please provide specific example(s) if you have checked all above:

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C. How did the nominee's quality of work excel?

<i>Knowledgeable of RWC policy and procedures</i>	
<i>High overall quality of performance</i>	
<i>Accurately completes work assignments on time</i>	
<i>Measuring and regulating results</i>	
<i>Fully prepared each day for job responsibilities</i>	

Please provide specific example(s) if you have checked all above:

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D. How did the nominee excel as a team player?

<i>Assists new co-workers integrate into the work environment</i>	
<i>Is willing to share their knowledge, skills, and experience with others</i>	
<i>One from whom others seek guidance and advice</i>	
<i>Contributes to a supportive and collaborative team</i>	
<i>Always willing to lend a hand or assist co-workers with their workload</i>	

Please provide specific example(s) if you have checked all above:

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Submitted by

Name:	
May we share your name with your nominee?	Yes or No
Your Telephone:	
Your Email:	