'THANKS TO YOU"

EMPLOYEE RECOGNITION FORM OUTSTANDING ACHIEVEMENT/CUSTOMER SERVICE

Please tell us why you feel the person you are nominating went <u>above and beyond</u> their normal job responsibilities. Provide **specific** examples and/or the detailed situation to ensure this person gets the recognition desired for going the "extra mile." <u>Detail is important!</u>

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Cate	gories:

Outstanding Achievement: Goes above & beyond through act(s) or action(s) **Customer Service**: Provides more service than the customer expects.

I am nominating (name)specify route # and date):an individual & or a team & (please ch				, (or			
an individual & because:	or	a team 🗳	(please cho	eck one) fo	r Employee	Recognition	
					/II 11:	1 (0	
Date of activity/dee	ed:				(Use addition	al paper if necessary)	
Submitted by:				Date:			
V ———		ıst Sign to Vali					

A Committee will review all nominations the second week of each month. Please submit your form by dropping it by Customer Service at the Olympia Transit Center, mailing it to the Executive Department, Intercity Transit, PO Box 659, Olympia, WA 98507-0659 or dropping it by the main headquarters, 526 Pattison SE, Olympia, WA 98501. If you have any questions, call 705-5856. All employees nominated receive a letter of recognition from our General Manager.