‘THANKS TO YOU”

EMPLOYEE RECOGNITION FORM
OUTSTANDING ACHIEVEMENT/CUSTOMER SERVICE

Please tell us why you feel the person you are nominating went above and beyond 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.” Detail is important!

Categories:

Outstanding Achievement: Goes above & beyond through act(s) or action(s)

Customer Service: Provides more service than the customer expects.

I am nominating (name) __________________________________________, (or specify route # and date): _________________________________________, an individual ☐ or a team ☐ (please check one) for Employee Recognition because:

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(Use additional paper if necessary)

Date of activity/deed:______________________________________________________

Submitted by:__________________________ Date:_______________
(Must Sign to Validate)

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.