



Name \_\_\_\_\_  
Last First

Employee Number \_\_\_\_\_

College/Division \_\_\_\_\_

Classification \_\_\_\_\_

The employee named above is commended for outstanding work performance for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_ Below are specific examples or explanatory comments of the outstanding work performance of the employee:

[Empty box for providing specific examples or explanatory comments of the outstanding work performance of the employee.]

\_\_\_\_\_  
Signature of Supervisor Title Date

\_\_\_\_\_  
Signature of Employee Title Date

\_\_\_\_\_  
Signature of Reviewer (Optional) Title Date

**INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE**

1. **Reasons for Awarding a Notice of Outstanding Work Performance:** To provide an official record of commendation for:
  - a. Outstanding, day-to-day performance of an employee
  - b. Outstanding work performance in unusually difficult and/or emergency situations.
2. **When:** Outstanding service may be awarded as often as the supervisor considers appropriate.
3. **Who:** Notices are completed by the immediate supervisor. The immediate supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or is most closely acquainted with the employee's work.
4. **How:** The supervisor should give specific examples or explanatory comments of the employee's work performance which illustrate in what respect the employee has clearly exceeded the supervisor's standards for satisfactory work. These examples or comments should demonstrate the employee's outstanding work performance on one or more of the following factors:
 

Quantity of work	Quality of work	Work habits and attitudes
Dependability	Relationships with people	Supervisory ability
5. **Awarding the Notice of Outstanding Service:**
  - a. Present the signed Notice of Outstanding Service to the employee being recognized so that he or she can sign and receive a copy.
  - b. Forward a copy to the Services Unit, District Human Resources Division so that a copy can be added to the employee's Personnel File.
  - c. Forward a copy to the Personnel Commission Office.