

City of Canton Employee Recognition Ceremony

INSTRUCTIONS FOR COMPLETING NOMINATING FORMS



Effective September, 2014:

- All nomination forms will be available electronically on City of Canton's Intranet
- Contact Teri Ross 438-4300 for a hard copy
- Completed electronic forms should be emailed to Teri Ross and copied to Kathryn Wise and the appropriate Director.
- Nominations must be received by the 3rd Monday of each month for consideration. Nominations received after that date will be slated for consideration the following month.
- Please be cognizant of the importance of *articulating* the notable achievements or exemplary acts performed to aid the committee in the selection process. Remember, we as a committee may not know the individuals nominated, therefore how you express their achievements on paper is vital.
- The target date for the Employee Recognition Ceremony will be the 2nd Thursday of each month, contingent on the Director's calendar.
- **If you have any questions, please contact
Teri Ross x 4300 or Kathryn Wise x 4309**

Thank you.