



**DENVER**  
THE MILE HIGH CITY

**HUMAN SERVICES**

# Denver Department of Human Services Family and Adult Division

## ***GALAXY RECOGNITION PROGRAM*** **Nomination Form**

***(Please Print)***

The Galaxy Program recognizes employees' contributions in the Family and Adult Division based on the City of Denver's STARS values (described on the back of this form), on a quarterly, semi-annual and yearly basis. The Galaxy Program is all inclusive, allowing everyone in the division, including contract employees, an opportunity to be nominated and possibly selected.

Nominee (DDHS employee) \_\_\_\_\_ Date: \_\_\_\_\_

Is the DDHS employee a supervisor/manager? (Circle one):      YES                  NO

Your Name \_\_\_\_\_ Your Phone Number \_\_\_\_\_

**Please circle the description that best describes who you are.**

Customer-----Co-Worker-----Supervisor-----Other

**Please circle the quality or qualities you saw or experienced AND describe the experience in the comment section below:**

**Service-----Teamwork-----Accountability-----Respect-----Safety**

Comment: \_\_\_\_\_

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Customers, please return completed nomination forms to any of the drop boxes at Denver Human Services locations or give the form to lobby personnel.

Employees and lobby personnel, please return forms to Pam Sauls or Rachel Kibble.

Return forms by March 1, June 1, Sept. 1, or Dec. 1.

***YOUR FEEDBACK IS APPRECIATED!***

## **Base Your Galaxy Nomination on the City's STARS Values:**

***Service:*** Stays on top of work; performs at a satisfactory level or higher; goes beyond the call of duty; receives positive feedback from people served or assisted; maintains a professional, positive and respectful demeanor; and demonstrates leadership.

***Teamwork:*** Assists others when a need is seen or help requested; assists peers with their workload while maintaining his/her own workload; makes meaningful contributions to improve team performance; and promotes positive working relationships within the team.

***Accountability:*** Arrives and leaves work on time; has perfect attendance (excluding pre-approved vacation/personal leave); puts in a hard day's work; and is considered honest and ethical.

***Respect:*** Demonstrates friendliness, courtesy, respect, and professionalism toward others.

***Safety:*** Calmly and professionally handles difficult customers; promotes a workplace free of violence, harassment and intimidation; adheres to all safety procedures and regulations when performing job duties; and maintains a safe, neat and organized work space.