



Thank you for your nomination of a fellow employee for this year’s 5281 Awards. This guide will assist you in preparing your text and content for the [online 5281 Awards nomination form](#).

The annual 5281 Awards ceremony is the City and County of Denver’s traditional way of recognizing and honoring city employees who exemplify the STARS values and go above and beyond expectations in their conduct, work ethic, dedication, and above all their passion for the position they hold with the city. In addition to the STARS awards, there is also a Sustainability category that recognizes actions to promote the city’s sustainability goals. The awards strive to maintain the City and County of Denver’s commitment to inclusion and diversity.

5281 Awards Nomination Criteria

- Please note that accomplishments and outstanding performance for the nominee must be validated through specific examples and documentation. The emphasis should be on significant achievements, results and impact.
- The 5281 Awards are focused on celebrating the work of front-line employees. Management level employees (directors, managers, supervisors) are exempt from nomination. Mayoral appointees are also exempt from nomination. Employees seeking to nominate management level employees for an award should inquire about awards programs within their own department/agency.
- Please consider limiting team size to 20 individuals or less if possible. If your team nomination is larger than 20 members we will ask that you name the core members to equal 20 members.
- Nominations may only be submitted by currently employed City and County of Denver employees.
- Rather than have multiple employees submit similar nominations for the same nominee, please combine all nominations into one nomination for that individual or team.
- Submit your completed nominations by 12:00 a.m. (midnight) on Friday, March 15, 2019.
- For questions regarding the 5281 Awards, please contact ohr.communications@denvergov.org or call 720.913.5693. Additional information can be found at www.denvergov.org/5281.

Nomination Fields

- Individual or team name
- Indicate the name of the team and number of employees on the team (team nominations only)
- Individual or team lead phone
- Individual or team lead email
- Individual or team department head name
- Individual or team department/agency

Nomination Category Criteria and Questions

For the nomination category you select, you will be asked to provide a detailed explanation related to that nomination category **only** (minimum 200-500 words), including significant achievements, results and/or positive impact to the department/agency and the city. Include specific examples. *Please see example questions on next page.*

In each category, you will also be provided an opportunity to provide supplemental nomination information (100-400 words) as well as relevant documentation (up to five pages).

Service to Customers Nomination Questions

1. Describe the extent to which the team/individual's work benefited customers (internal and external).
2. Describe the extent to which the team/individual was proactive in their efforts.
3. Describe the extent to which the team/individual worked collaboratively to solve the problem or address the issue.

Teamwork Nomination Questions

1. Describe the extent to which the team/individual worked cooperatively with others to achieve the team goal set forth.
2. Describe the extent to which the team/individual demonstrated commitment to the goal.
3. Describe the extent to which the team/individual facilitated team spirit.

Accountability Nomination Questions

1. Describe the extent to which the team/individual displayed high standards of ethical conduct.
2. Describe the extent to which the team/individual took ownership for insuring the project was achieved.
3. Describe the extent to which the team/individual demonstrated commitment and adhered to the organization's standards and expectations.

Respect for Self & Others Nomination Questions

1. Describe the extent to which the team/individual demonstrated that the project or initiative was innovative.
2. Describe the extent to which the team/individual served as role model(s) for recognizing differences that existed among the group and considered varying perspectives.
3. Describe the extent to which the team/individual acted in the best interest of the city, its employees and/or citizens.

Safety Nomination Questions

1. Describe the extent to which the team/individual was innovative to prevent injury or harm to self/others, equipment and/or property, OR created and fostered an environment of open and respectful dialogue in which individuals may offer diverse perspectives.
2. Describe the extent to which the team/individual worked collaboratively to solve the problem or address the issue.
3. Describe the extent to which the team/individual acted to protect residents and employees from unsafe environments or practices, OR to welcome diverse perspectives into the workplace.

Sustainability Nomination Questions

1. Describe the extent to which the team/individual supported the city's achievement of the 2020 Sustainability goals.
2. Describe the extent to which the team/individual worked collaboratively across departments/agencies or divisions.
3. Describe the extent to which the team/individual was innovative.