



# EMPLOYEE RECOGNITION

**Mission: To promote and preserve investment in our community**

## ABOUT THE PROGRAM

The Employee Recognition Program is geared toward generating positive exposure and raising awareness for the talented, motivated, and passionate staff working for the Village of Pleasant Prairie. Use this form to recognize employees that demonstrate the Village Values of the mission. Highlight examples of employee actions representing the best interest of Pleasant Prairie, through vision, professionalism, collaboration, and quality. Each day is an opportunity to recognize your colleagues' efforts and take a moment to share some of the outstanding achievements you have noticed within the Village.

**1 Please provide your information.**

Your name: \_\_\_\_\_  
Your department: \_\_\_\_\_

**2 Who would you like to acknowledge?**

Their name: \_\_\_\_\_  
Their department: \_\_\_\_\_

**3 Choose a Village Value that was demonstrated.**

**VISION**  
Having foresight by planning and moving toward the future with imagination and wisdom.

**PROFESSIONALISM**  
Demonstrating dependable, well-educated work which exhibits a sense of pride in a courteous and conscientious manner.

**COLLABORATION**  
Sense of team and a willingness to work for the good of the whole community.

**QUALITY**  
A set standard of excellence worthy of admiration and replication.

**4 Describe the employee's action that was represented.**

Date of action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**PLEASE SUBMIT COMPLETED FORMS TO HUMAN RESOURCES.**