



## OUTSTANDING EMPLOYEE OF THE YEAR AWARD PROCEDURES AND CRITERIA

**DUE DECEMBER 1**

### **OBJECTIVE**

The objective of this award is to recognize a WCO member employee who has demonstrated and contributed to the safe, efficient and profitable operation of a WCO member enterprise.

### **GOAL**

The goal of this award is to recognize an employee who has made significant contributions in safety, efficiency, customer satisfaction, environmental stewardship and profitability of a custom farming or custom harvest operation. This award is particularly focused on acknowledging and recognizing member employee contributions that are beyond the normal job expectations.

### **ELIGIBILITY**

All employees, both full-time and part-time, of a WCO member are eligible to participate in the annual award selection process. The employee must have been employed by a WCO member during the last calendar year prior to the award year.

Nominations are to be made by a WCO member using the Outstanding Employee of the Year Nomination form found on the WCO website ([www.wiscustomoperators.org](http://www.wiscustomoperators.org)).

### **SUBMISSION & SELECTION PROCESS**

Nominations must be submitted by email to [info@wiscustomoperators.org](mailto:info@wiscustomoperators.org) or by mail to WCO: PO Box 567, DeForest, WI 53532 by December 1<sup>st</sup>. The WCO Scholarship and Awards Committee will be comprised of at least three Board members. The Committee as a whole will review applicants in December and contact the recipient by January 1<sup>st</sup>.

### **SELECTION CRITERIA**

WCO member employees are to be nominated for the award in a written narrative by any WCO member. It is expected that the nominee should meet at **least three out of the five** criteria listed below.

#### **Professionalism:**

The nominee demonstrates an above average knowledge of their job responsibilities and delivers job performance and services well beyond the expected norm. Examples of how the nominee acknowledges and takes pride in ownership of the day-to-day operation of the business should be provided.

### Customer Focus:

The nominee consistently recognizes and meets the needs and requirements of the customer. The nominee should demonstrate professionalism when dealing with the customer, being mindful of how his or her attitude and actions are perceived. Examples of how the nominee exceeded customer expectations should be provided.

### Safety:

The nominee consistently uses safe practices during the execution of his or her assignments. Examples of safety improvements suggested and developed by the nominee are appropriate.

### Teamwork:

The nominee should consistently demonstrate the spirit of teamwork by offering support to fellow employees so that a collective effort is made in accomplishing the business objectives. The nominee should consistently demonstrate a positive approach in interacting with fellow employees and customers.

### Innovation:

The nominee has developed an original idea or suggestion that has a positive effect on the business; particularly innovations that improved the safety, efficiency or profitability of the business operation.

### **AWARD**

A single award will be given each year and will be presented at the WCO Annual Meeting in January. In addition to a plaque honoring the employee, the winner will receive a check for \$750. The WCO member making the nomination will receive an award of \$250.

### **Mail or email application to:**

Wisconsin Custom Operators  
PO Box 567  
Deforest, WI 53532  
info@wiscustomoperators.org



**OUTSTANDING EMPLOYEE OF THE YEAR AWARD - NOMINATION FORM**

***PLEASE NOTE: WCO REQUIRES THIS FORM FOR ALL NOMINATIONS***

Name of Nominee:	Address:
WCO Member Employer:	Date Submitted:
Nominated By:	
Please describe the qualities that explain why this nominee should be selected as the Outstanding Employee of the Year award winner. Attach additional sheets if necessary.	
<b>1.) Describe the extra effort this employee has put forth to exemplify professionalism and dedication to excellent customer service.</b>	
<b>2.) Illustrate how this employee has demonstrated commitment to safety within the business, including examples of safety training, innovative safety procedures, etc.</b>	

**3.) Describe how this employee is focused on customer service and goes above and beyond to exceed the expectations of your customers.**

**4.) Explain how this employee has worked as a team player and has created a measurable impact on the WCO member business in areas such as operational efficiency or service to other employees, customers or the community.**

**5.) Explain how this employee has developed an original and innovative idea or suggestion that had a positive effect on the business, particularly innovations that improved the safety, efficiency or profitability of the business operation.**