



OUTSTANDING EMPLOYEE OF THE YEAR AWARD PROCEDURES AND CRITERIA

DUE DEC. 1

GOAL

The goal of this award is to recognize an employee who has made significant contributions in safety, efficiency, customer satisfaction, environmental stewardship, community involvement, 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 using the Outstanding Employee of the Year Nomination form found on the WCO website (www.wiscustomoperators.org).

Nominee need not be employed by the nominator. Nominee may be an employee of any custom farming operation.

SUBMISSION & SELECTION PROCESS

Nominations must be submitted by email to info@wiscustomoperators.org or by mail to WCO: PO Box 567, DeForest, WI 53532 by Dec. 1st. 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 Jan. 1st.

SELECTION CRITERIA

WCO member employees are to be nominated for the award in a written narrative. The nominee should meet at **least three out of the six** criteria listed below. But feel free to provide information for any and all of the criteria.

PROFESSIONALISM:

Describe how the nominee demonstrates above average knowledge of their job responsibilities and delivers job performance and services well beyond the expected norm. *Please give examples.*

CUSTOMER FOCUS:

Share how the nominee exhibits professionalism by consistently recognizing and meeting the needs and requirements of the customer. *Please give examples.*

SAFETY:

Illustrate how the nominee consistently uses safe practices during the execution of his or her assignments. *Please give examples.*

TEAMWORK:

Provide examples of how the nominee has demonstrated the spirit of teamwork by offering support to fellow employees so that a collective effort is made in accomplishing the business objectives.

INNOVATION:

Has the nominee developed an original idea or suggestion that has a positive effect on the business? Please provide some examples of innovations that improved the safety, efficiency or profitability of the business operation.

COMMUNITY INVOLVEMENT:

Involvement organizations beyond the business helps rural communities thrive. Describe how the nominee has helped the greater community, for instance with FFA alumni events, volunteering with community fire or emergency programs, etc.

AWARD

A single award will be given each year and will be presented at the WCO Annual Meeting held in conjunction with the Forage Symposium. In addition to a plaque honoring the employee, the winner will receive a check for \$750. The individual 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.

Three out of five (3 of 6) categories are required

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.	
1.) Please give some examples how this employee has exemplified professionalism and above average knowledge of their job responsibilities.	
2.) Please give some examples of how this employee has demonstrated commitment to safety within the business, including examples of safety training, innovative safety procedures, etc.	

3.) Please give some examples of how this employee is focused on customer service and goes above and beyond to exceed the expectations of your customers.

4.) Please give some examples of how this employee has worked as a team player and has created a team environment in the business.

5.) Please give some examples of how this employee has developed an original and innovative idea or suggestion that had a positive effect on the business.

6.) Please give examples of the types of community activities the employee has participated in.