



# EMPLOYEE RECOGNITION

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



## VILLAGE OF PLEASANT PRAIRIE EMPLOYEES

Village employees naturally reflect Pleasant Prairie's core values of vision, professionalism, collaboration, and quality. These Village Values are excellent qualities that deserve to be celebrated. The Village asks employees to help discover and recognize the many ways each employee demonstrates these qualities in the workplace.

The Village has an Employee Recognition Program, where staff can help recognize employees who demonstrate Village Values of vision, professionalism, collaboration, and quality. Each time you see a co-worker take an action that exemplifies a Village Value, please tell us by submitting an employee recognition form and describing the moment. Submissions should include the name of the employee recognized, the date of the occurrence, a description of what happened, and the Village Value that is best exemplified.

### 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.

The purpose of this program is to help tell our story and reinforce our culture. We want to articulate the values we already live by and recruit new team members who share the same attributes. Participation in the program will remind and reaffirm the Village Mission and Values, and inspire gratitude for the talented, motivated, and passionate staff working for the Village of Pleasant Prairie.

Electronic and printable employee recognition forms are available online at [PleasantPrairieWi.gov/Recognition](https://PleasantPrairieWi.gov/Recognition). Completed forms should be emailed to the Employee Engagement Committee at [EEC@pleasantprairiewi.gov](mailto:EEC@pleasantprairiewi.gov) or delivered to Human Resources. The Employee Engagement Committee and Human Resource department will review all recognition submissions and notify the recognized employees.

By participating in this program, you can spread some cheer and celebrate employees who demonstrate Village Values. Recognizing how valuable a co-worker's efforts are to the success of our community can make their day. Sharing positive feedback will highlight what the Village staff does daily to make Pleasant Prairie a wonderful place to live, work, and play.





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## 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.



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

Date of action:

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