



JHM Service Excellence  
600 North Wolfe Street  
Administration 420  
Baltimore, MD 21287



## Johns Hopkins Service Excellence Employee Reward & Recognition Program

Have you observed a staff member who gave extra special effort to deliver the highest quality Service possible? We want to recognize that person's efforts. Just fill out the form below and drop it in one of the employee recognition boxes located in the Main Lobby. You may also mail it to the address listed above.

Employee Name(s) \_\_\_\_\_

Date \_\_\_\_\_ Department / Unit \_\_\_\_\_

Johns Hopkins Hospital     JH Health System     JHU School of Medicine     JH International

**Please describe the action you observed: (You may attach additional sheets if necessary)**

### Please check the Service Standard category of behavior displayed:

- Customer Relations     Communication     Ownership / Accountability  
 Teamwork     Self-Management     Continuous Performance Improvement

Nominator Name \_\_\_\_\_ (required) Phone Number \_\_\_\_\_ (optional)

Are you an  Employee,  Volunteer,  Physician,  Patient,  
 Visitor,  Family Member, or  Other? **(Please check one)**

**Thank you for Your Part in Recognizing the Efforts of Our Valued Staff Members!**



#### For Managers Use Only:

Original – Manager presents to Employee  
2nd Copy – Manager retains for Employee File

