



Mechanism of nomination for the Ceremony of Excellence and Gratitude

Serial number	Evaluation Items	Relative weight	Select a number (1-10)
1	Comprehension of work systems and procedures		10 %
2	Flexibility and ability to prioritize work assignments		10 %
3	Focusing on customer service while carrying out business tasks		10 %
4	Clear and effective use of oral and written communication		10 %
5	Careful Listening to others		10 %
6	Seeking to take advantage of the opinions of others from outside the department / administration		10 %
7	Offering useful opinions, advices and suggestions		10 %
8	Achieving tasks in high quality on time		10 %
9	Supporting and encouraging his/her team to achieve the goals		10 %
10	Commitment to work schedules and being available when needed		10 %
Total			100

Candidate Name:

Position:

Direct president:

