



CITY OF DELRAY BEACH EMPLOYEE OF THE MONTH NOMINATION FORM



(MUST BE SUBMITTED TO THE NOMINEE'S DEPARTMENT HEAD BY THE LAST FRIDAY OF THE MONTH)

Name of nominated employee: SANDRA CORDOVA

Job Classification: ASSIST. HR GENERALIST Dept./Division: HUMAN RESOURCES

Please select one or more of the following guidelines applicable to the nomination:

- ☐ Action, service, idea or method that resulted in organizational improvements (saved the City time or money by streamlining a process such as eliminating waste, significantly decreasing expenses or increasing efficiency), and/or;
- ☐ Outstanding action that brought public recognition to the City or enhanced the city or department's professional image (returned a citizen's personal property; recognized in the media for "going above and beyond" routine job responsibilities), and/or;
- ☒ Displaying overall excellent cooperation toward City goals and objectives (effectively communicating or sharing information/knowledge to other departments/co-workers to achieve a common goal), and/or;
- ☐ Going "above and beyond the call of duty" that exceeds nominee's job description (exemplary action outside of work routine that prevented a citizen or co-worker from serious injury or death), and/or;
- ☐ Other action warranting city wide recognition.

Please justify the nomination by providing **specific** details (use additional sheets if necessary):

Since December, Assistant HR Generalist Sandra Cordova has been assisting the Clean & Safe Division
fill an open General Maintenance Worker position. This is a critical role within the division as this team is
responsible for litter and graffiti removal, landscape maintenance and much, much more in the downtown corridor,
365-days a year. Throughout this seemingly endless process, Sandra has continuously offered assistance by
preparing interview packets, providing NeoGov tutorials, coordinating interviews based on the complex
schedules of the panel members, recruited panel members, and provided information on the interview
and onboarding processes as a whole. Finally, in August, another recommendation for hire was made, as
had been done a few times since opening the position. Recognizing the need to fill this position and the
unsuccessful attempts to do so previously, it was Sandra's urgency and coordination of the next steps in the
hiring process that lead to successfully hiring the candidate. In addition to hiring for the Clean & Safe position,
Sandra has been just as dedicated, thorough, and informative during the hiring process for other positions
within the Neighborhood & Community Services Department. She exemplifies exceptional Service through
Performance by acting with Integrity, being Responsible, taking Innovative action, and practicing
Teamwork.



CITY OF DELRAY BEACH
EMPLOYEE OF THE MONTH NOMINATION FORM



Amanda Skeberis
Submitted by : (Print Name)

A. Skeberis
Signature

9/1/2021
Date

Neighborhood & Community Services/Clean & Safe
Department / Division

skeberisa@delraybeach.com
Email Address

Anonymous or self-nominations will not be accepted



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(THIS SECTION TO BE COMPLETED BY DEPARTMENT HEAD)

Instructions: Select yes or no after each question and provide an explanation or comment. The Department Head is responsible to ensure the form is returned to the Human Resources Department by **5:00pm on the first business day of the month.**

DESCRIPTION	YES	NO
Has the employee completed all regular and special duties as required including adherence to the City's Rules and Regulations?		
Has the employee maintained a positive attitude and overall excellent spirit of cooperation toward City goals and objectives?		
Has the employee been involved in any safety incident during this nomination year in which she/he was at fault?		
Are there any disciplinary action pending involving this employee?		

Department Head Comments: (use additional sheets if necessary)

Sandra truly does exhibit exceptional service. She has demonstrated willingness to look for ways to be of service to her internal and external customers. She brings a positive outlook to the office and has made herself indispensable to our team.

Dot Bast for Duane D'Andrea

Department Head

Signature

10/11/21

Date

This Area To Be Completed By Human Resources

Human Resources will review the employee's file to verify eligibility



Approved



Disapproved

Human Resources Director

10/11/21

Signature

Date