



## Nomination and Awarding Process

Nominations can be made by any DAS employee (peers or managers) for another DAS team member. Simply email nominations to [DASstarawards@das.ohio.gov](mailto:DASstarawards@das.ohio.gov).

The DAS Employee Recognition Committee will review nominations and select award winners based on predetermined criteria. Quarterly DAS Star Awards can be presented in one of the below categories:

- **Outstanding Customer Service Award** will acknowledge a DAS employee who goes above and beyond in delivering top-notch customer service.
  - Nominator should provide specific examples of top-notch customer service provided by nominee.
- **Team Excellence Award** will recognize a team or workgroup that successfully accomplished their objective(s), while furthering the mission of the Agency.
  - Nominator should highlight each member's participation on a team/workgroup that successfully completed an important project.
- **Innovation & Process Improvement Award** will recognize someone who has either created and implemented an innovative solution or recognized inefficiencies and made improvements to a process.
  - The nominator should point to an innovative solution/implementation suggested by the nominee that improved a DAS service or product, the process that was improved and the results of the process improvement.
- **Extra Mile Award** will recognize an employee who went above and beyond his or her regular responsibilities.
  - The nominator should give examples of how the nominee went "that extra mile." How did he/she exceed expectations and demonstrate outstanding performance, exceptional work quality, and reliability.
- **DAS Good Citizenship and Spirit Award** will recognize an individual who makes the day-to-day work environment for those around them a great experience. This individual leads by example, has a positive attitude, and encourages excellence from others.
  - The nominator should give examples of the energy and positivity the nominee brings to the workplace and show what the nominee has done to increase and encourage a positive morale in their work area.