



Team Member Spotlight Nomination Form

Purpose: The purpose of the Team Member Spotlight Program is to recognize team members who have served AAON in an exceptional manner by exemplifying outstanding service through his or her work and exhibiting a positive and supportive attitude.

Process: Complete this form and submit to your facilities HR department (*Tulsa: Jaime Brame, Longview: Elisa Flores, Parkville: Lena Hogan*). All nominations forms must be submitted by the 3rd Friday of each month for that month's recognition.

Nominee Name: _____ **Employee #:** _____ **Date:** _____

	Unknown	Some Days	Most Days	Every Day
Safety				
Demonstrates value for personal and team safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectively carries out safety responsibilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Actively seeks correction of any safety hazards and/or violations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Quality				
Actively engaged in identifying quality issues and seeking solutions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Takes part in problem solving events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engages Engineering on drawing/spec sheet and process issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates willingness to help and coach others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does not receive, produce, or pass on any defects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Performance				
Demonstrates knowledge of AAON policy and procedure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consistently dependable and punctual in reporting to work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accurately completes work assignments on time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meets internal and external customer needs on time and courteously	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Values originality, invention, and creativity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Attitude				
Displays a helpful, cooperative and positive attitude towards leaders and co-workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Serves as a role model to others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Willingness to learn and take on new challenges	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Takes initiative to go above and beyond requirements of the job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Character (result of attitude, integrity, and work ethic)				
Promotes AAON Core Values in words and actions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains professional communication and respect for others during all interactions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Displays a sense of pride in workmanship and work space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Represents AAON in the community in a positive manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Integrity				
Dedicated to fulfilling job responsibilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is trustworthy, honest, and sincere	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Requires little supervision to complete tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Summarize why this Team Member is recommended. Please give examples to demonstrate the outstanding service listed above. *(Required)*

Nominator Name: _____

Nominator ID#: _____