City of Murfreesboro
111 W Vine St, PO Box 1139
Murfreesboro, TN 37133-1139

STARS Nomination Form
"Succeeding Through Attitudes Reflecting Service Excellence"

The STARS Service Excellence program is intended to recognize outstanding full-time and part-time employees who embody the City's standards for service excellence and exemplify the City's core service values: treat customers with respect; exceed standards that customers expect; deliver value and quality service; provide convenience and one-stop shopping. The purpose of the STARS award is to recognize and reward those employees who go above and beyond their normal job duties in providing outstanding customer service to internal and external customers.

Nominee Information: *(Check one box.)* ☐ Individual Employee ☐ Group/Team of Employees

I am pleased to nominate:_____for the STARS award.

Nominee's department (if known): ——————————————————————————

Title/Position (if known): ——————————————————————————

Reason for Nomination: Select all reasons below that apply and provide a detailed explanation of why you feel the employee or group/team is deserving of this nomination. You may attach an extra page if necessary.

☐ Demonstrated exemplary service (e.g.,cooperation,courtesy, responsiveness, support, empathy, etc.)

☐ Increased the City's ability to provide more effective service to the community

☐ Represented the City in a positive light, exhibiting the core values and "Creating a better quality of life".

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Your Information: *(Check one box)* ☐City Employee ☐Citizen ☐Visitor ☐Other

Name of Nominator: ——————————————————————————

Department (if employee): ——————————————————————————

Address: ——————————————————————————

Phone: ——————————— Email: ——————————————————————

DATE:_____/_____ _____

Return to:
Human Resources
111 W Vine Street, Murfreesboro, TN 37130
Or on the web at www.murfreesborotn.gov

If you notice a star employee or team, please complete this form so they can be recognized
Thank you for your nomination
Deadline for submission is the last business day of each month, 4:30 pm CDT