



"Creating Raving Fans by Delivering World Class Service"

EMPLOYEE OF THE MONTH
Nomination Form

Employee Nominated: Beatriz Juarez

Department: Human Resources

Reason for Nomination: Employee of the Month

Brief description of job duties:

Recruiter — all recruiting for city positions

Has nominee been a city employee for at least 12 months? ☒ Yes ☐ No

Why are you nominating this employee? (If available, please attach supporting documents such as: letter of commendation, newspaper clippings, certificates, etc.)

When the department was down from 3 to just her as a recruiter, she maintained focused, calm, and went above and beyond in her job duties so that the same level of service could be given to the managers and applicants.

Since Bea has also had substantial involvement during this short handed period in training on + implementation development of our new applicant tracking system; managed civil service testing & all other recruiter duties.

Nominated by: Ann Bryant

Supported by: Jim Norris

(Dept. Director sign. required)

(Deputy City Manager sign required)

FOR RECOGNITION COMMITTEE USE ONLY

Months in Pool: Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

☒ Selected EOM for the month of Apr, 2013

☐ Not selected for EOM during 3-month period

☐ Copy of Nomination sent to Employee

☐ Copy of Nomination placed in Employee File

From: Rob Severance
Sent: Tuesday, December 18, 2012 1:15 PM
To: Lisa Norris
Subject: RE: Bea

Hi Lisa,

I found a copy of the memo that we talked about. Once again, I would like to commend Bea for her assistance with job descriptions and developing the online application for crossing guards and Citizens on Patrol. She is always very helpful, courteous and professional. I strongly support her Employee of the Month nomination.

Sincerely,
Rob Severance, Lieutenant
Grand Prairie Police Department
1525 Arkansas Lane
Grand Prairie, Texas 75052

Lisa Norris

From: Ron Neely
Sent: Tuesday, December 18, 2012 10:12 AM
To: Lisa Norris
Subject: RE: Bea

I would like to share with you the outstanding experience the Parks, Arts, and Recreation department enjoyed working with Bea during this year's seasonal recruitment and hiring season.

During the busiest time of the year Danielle took another job and Rhea was out of the office on leave.

No one could have expected the hiring process to have continued to seamlessly; processing took no longer than normal, drug screenings and back ground checks came back in time to start all new hires in a timely manner. Email notifications continued to be prompt and to the best of my knowledge there were no false starts during the peak hiring period.

BEING SHORTHANDED WAS NEVER A PROBLEM BECAUSE BEA DID NOT ALLOW IT TO BE.

I believe that Bea should be honored for her outstanding attitude and accomplishments during the summer of 2012.

Sincerely

Ron Neely



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**EMPLOYEE OF THE MONTH
Nomination Form**

Employee Nominated: Beatriz Juarez

Department: Human Resources

Reason for Nomination: Employee of the Month

Brief description of job duties:

Human Resource Specialist: Responsible for preparing/ administering the civil service testing for the Police Department. Entering, posting and overseeing positions to be filled. Conducting background and reference checks, Communicate with departments in regards to vacancies, etc.

Has nominee been a city employee for at least 12 months? ☒ Yes ☐ No

Why are you nominating this employee? (If available, please attach supporting documents such as: letter of commendation, newspaper clippings, certificates, etc.)

Beatriz (Bea) is a prime example of a team-player & a dedicated City of Grand Prairie Employee who has gone above and beyond! Since the end of 8/2012 up until recently Bea has been not only been doing what is required of her position, but has accomplished additional tasks/workload of two other positions (one vacant, and one out on FMLA). For example is has overseen the Senior Advisor duties by being the lead in the new applicant tracking implementation software, along with administering two police promotional exams and police entrance exam within a three-four month period. She has worked late many days during the week if not every day, as well as taking work home & coming in during the weekends to ensure that all assigned to her including her own position responsibilities were up to date and running as need be.

Nominated by: Beuda Rosales Supported by: _____
(Dept. Director sign. required)

(Deputy City Manager sign required)

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