



# "I Caught You"

A Form to Recognize and Commend Excellence in Public Service  
By Haines Borough Employees

**I have**  **experienced**  **witnessed**  **been made aware of the excellent work of:**

Borough Employee Name \_\_\_\_\_

Job Title/Position \_\_\_\_\_

Department \_\_\_\_\_

**Describe your experience with the employee that prompted this compliment:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How would you describe the behavior of the employee?** (check all that apply)

- Was extremely polite and courteous
- Demonstrated exceptional skill in listening and understanding
- Was exceptionally knowledgeable
- Demonstrated an exceptional interest in/concern for the person/project
- Remained exceptionally calm and professional throughout the interaction
- Made an extra effort to solve the problem or meet the need
- Demonstrated exceptional integrity and professionalism in a difficult situation
- Other \_\_\_\_\_

**Your relationship with the employee:**

- Supervisor
- Fellow employee
- Elected official
- Local citizen
- Visitor
- Other \_\_\_\_\_

**Your Name:** \_\_\_\_\_

(Borough Employee) Department: \_\_\_\_\_

(Citizen/Other) Your Address: \_\_\_\_\_  
\_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_