



ARKANSAS MILITARY DEPARTMENT EXCEPTIONAL EMPLOYEE JUSTIFICATION FORM

This form should only be completed for employee performance that consistently far exceeds expectations while promoting the "Mission" of providing a professional staff of Arkansas State Military Employees who help maintain and improve the readiness of the Arkansas National Guard units through effective fiscal management of State Resources, Human Resource Management, and quality administration of Arkansas National Guard programs.

*Any supervisor in the employee's chain of command can complete the justification form but every question must be answered and complete. Please refer to your Performance Standards when completing this form. Employees selected under the below criteria must exceed in **all** categories. Although the same example may be used to demonstrate the four (5) requested employee characteristics, forms that demonstrate several different examples of consistent exceptional work will be awarded more value. This honor is achievable by any AMD employee though given infrequently.*

Employee Name: _____ AASIS Number: _____

Position Number: _____ Division: _____

Position Title: _____ Grade: _____

Supervisor Name: _____ Title: _____

Reviewing Committee

Committee Member Name: _____ Title: _____

Committee Member Name: _____ Title : _____

Committee Member Name: _____ Title : _____

Approved

Denied

Justification for Action: _____.

LEADERSHIP

**Supervisory Skills
Management
Scheduling Work**

1. This AMD employee consistently motivates, provides positive directions to subordinates, is readily available to assist and leads by example on a consistent basis. Under this category is Management and Scheduling Work. Describe this employee and provide at least 2 examples that concretely shows this characteristic in all Areas listed above: Be Specific

COMMUNICATION

Interpersonal Skills

2. This AMD employee consistently demonstrates their effective communication skills here in the workplace by elicit thorough and thoughtful discussion and questions to accomplish task. Please provide. Describe this employee and provide at least two (2) or three (3) examples that concretely shows this characteristic:

ACCOUNTABILITY

Self-Management

Accountable

Commitment

3. This AMD employee consistently demonstrates their accountability, self-management skills and commitment while at work. Please provide at least (2) examples and be precise as to how this has assisted the agency.

PROFESSIONALISM

Professional Demeanor

Teamwork

Integrity & Trust

4. This AMD employee has worked to establish professional relationships by consistently and effectively seeking input from coworkers, other AMD employees, and/or the clients we serve. These relationships assist the employee with everyday work that is transparent, timely and clearly aligns with the Department's goals. Describe this employee and provide at least two (2) or three (3) examples that concretely shows this characteristic: *Be very specific.*

WORK PRODUCT

5. This AMD employee effectively delivers accurate work product with minimal use of agency resources, this staff's work product is demonstrated through their thoroughness and the end results are evident by the identifiable actions that to solve problems with practicality yet creative solutions. Describe this employee and provide at least two (2) or three (3) examples that concretely shows this characteristic: *Be very specific.*