

Model Form: Applause Sheet

Why you need this model Applause Sheet:

This is a quick and easy way to help develop and maintain positive relationships among the people in your office.

How this model Applause Sheet helps you:

Using this form at your regular staff meetings may not only end negative attitudes among staff, it might also help keep a positive attitude going indefinitely.

How to use this model Applause Sheet:

Give the sheet to staff and ask them to return the completed form to you in a week. Compile the answers and read them out at the next staff meeting. Afterwards, give a copy to the featured staff member and put a copy in his or her personnel file.

This material is for informational purposes only and not for the purpose of providing legal advice. You should always contact your attorney to determine if this information, and your interpretation of it, is appropriate to your particular situation.

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Staff Member: _____

For Staff Meeting to be held: _____

Instructions:

Please write down what you consider to be the most valuable qualities this person has. These should be qualities that benefit the office, not personal qualities, such as that somebody is a good parent. Please bring the completed sheet to the next staff meeting.

_____ *[staff member's name] is a valuable employee and coworker. He/She demonstrates skills or qualities that are important to his/her job and to our team. I have noticed that he/she:*

[Date]

Signature [optional]

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