



THE CITY OF KEY WEST  
1300 White St. Key West, FL 33040 (305) 809-3716

## Recommendation for Employee of the Quarter

Please print or type all information.

I would like to nominate Jessica Durocher for your consideration as an  
"Employee of the Quarter." This employee works as a Coordinator  
in the Finance Department.

My reason(s) for making this recommendation is as follows.

(Please use page 2 for additional comments):

This quarter Jessica was tasked with assisting in designing the work spaces for Palm Avenue new office spaces for seven employees being moved to this location. Jessica was given a 3-4 week move in goal to design the space, order all furniture and furnishings for the office and breakroom, direct staff to put the space together coordinate with departments to address needs, etc. Jessica has gone ABOVE and BEYOND getting this behemoth job done alongside her normal job duties. She has become a tempory interior designer and project manager and absolutely knocked it out of the park. She has kept staff updated and informed during the whole process, and made everything seamless and easy. She deserves more than a large pat on the back.

This recommendation is made by: Andrea Gomez- Finance/Risk Management  
(Name/Department)

Date: 03/21/2025

Signature: [Signature]

Note: Please complete and forward to the nominee's immediate Supervisor.

Supervisor's Comments: Jessica is an exemplary employee!  
She excels at every task assigned to her and is  
always taking initiative to do things outside of her  
job scope as well as items that are not Finance related.

Date: March 28, 2025 Signature: [Signature]

Department Director's Signature: [Signature] Date: March 28, 2025

Directors: Please forward this form, along with the supervisor rating sheet, to the HR Dept.  
All forms available from HR and on the Town's Employee Website under Documents/Forms



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Continued comments supporting nomination: Jessica- thank you from the bottom of our hearts.  
We appreciate all the hard work you have put in on this project. I cannot think of anyone more deserving this quarter  
who has been the example of hard work, teamwork, and selfless service.

Type te

Name of Employee: J. Durocher

Date: 3/28/2025

Completed By: C. Bervaldi

## Employee of the Quarter Supervisor Rating Sheet

Criteria	Needs Improvement 1	Meets Expectations 2	Above Expectations 3	Excels & Inspires 4	Comments
<b>Initiative</b>					
* Acts proactively, anticipates needs.				✓	constantly looking for ways to better processes
* Seeks and identifies opportunities for improvement.					
<b>Teamwork</b>					
* Helps others to achieve work goals, while also accepting help from others.				✓	always offers help to others
* Demonstrates trust and respect for co-workers.					both in Finance & other departments
<b>Communication</b>					
* Listens and observes attentively, allowing an exchange of information.				✓	
* Written and verbal communication is clear and concise.					
<b>Accountability</b>					
* Accepts personal responsibility for actions, does not make excuses or blame others.				✓	
* Is answerable for quality and timeliness of work results.					
<b>Adaptability</b>					
* Keeps an open mind, modifies viewpoint in response to new information.				✓	always willing to incorporate others' opinions when allowable
* Does not resist change.					
<b>Customer Service (internal or external)</b>					
* Exercises patience when dealing with difficult situations. Is not easily flustered or frustrated.				✓	
* Demonstrates a positive attitude in the workplace. Contributes to creating an environment with high levels of employee morale.					
<b>Subtotals</b>	0	0	0	0	0
<b>Grand Total</b>					0.00

Jessica is an exemplary employee who excels @ every job task presented to her!

