



Life. Well Crafted.

Innovation Suggestion Form

If you would like help completing this form, ask someone to work with you. A coworker, supervisor or Department Head will be happy to assist. You will be kept informed on the progress of your suggestion. We are looking for positive and constructive ideas that offer an improvement over existing methods, conditions, practices or other City activity. Suggestions focusing on working conditions, benefits, and City policies should be addressed through your supervisor and Human Resources.

Name: _____

Department: _____

Supervisor: _____

Phone#: _____

Signature: _____

Suggestion topic: _____

Describe your suggestion and explain why it is preferable over the existing method (if applicable); what will the City/department gain from changing the process, or adding a new process; if you can, provide information on how you will measure the success of your suggestion:

Benefits of your suggestion: *(Check all that apply.)*

Monetary Savings Customer Service Improved Communication
Process Improvement

Other: _____

(Stop here and send this form to Claudia Main/HR)

REVIEW and RECOMMENDATIONS

Supervisor/Department Head: _____

Comments:

REVIEW AND RECOMMENDATIONS - Review Committee

VIEW City Manager: _____

Approve

Disapprove

Needs more information

Please return this form to Claudia Main/HR for coworker notification.