



Date: _____

EMPLOYEE SPOTLIGHT/HIGHLIGHT

This form provides an opportunity for our branches to highlight/spotlight any and all employees or volunteers that deserve recognition. This includes new hires, position/role changes, promotions, or simply outstanding work! Depending on your branch size, your branch may choose to do these monthly or quarterly. These submissions will be recognized on our social media platforms and potentially in the company newsletter. (If a photo that meets requirements cannot be provided, the employee's badge photo will be used instead.)

Have the nominated employee fill out the following information:

(Forms can be submitted through a filled Acrobat file, or scanned in. Follow instructions at bottom for submission)

EMPLOYEE NAME: _____

TITLE: _____

REASON FOR SPOTLIGHT/HIGHLIGHT: _____

OFFICE (Location): _____

INSTAGRAM & FACEBOOK NAME (So we can tag employees!): _____

EDUCATION (Include qualifications as you want them to be presented, e.g. Bachelor of Science in Nursing as BSN):

EXPERIENCE: _____

WHY DID YOU CHOOSE THE HEALTHCARE INDUSTRY?

WHY IS HEALTHCARE IN THE HOME IMPORTANT TO YOU?

WHAT WOULD YOU LIKE TO TELL PEOPLE WHO ARE HESITANT TO HAVE HEALTHCARE STAFF IN THEIR HOMES? _____

WHAT IS YOUR FAVORITE PART OF YOUR JOB OR YOUR MOST MEANINGFUL PATIENT CARE EXPERIENCE? _____

WHAT IS SPECIAL ABOUT COMPLETEOK? _____

ATTACH PHOTO OF EMPLOYEE:

(This function will only work through Adobe Acrobat. If you do not have Adobe Acrobat, email your image file (PNG or JPEG) along with the completed form to marketingmedia@completeok.com)

Picture Requirements

(A picture that doesn't meet these requirements will be replaced with a badge photo.)



Why did you choose the healthcare industry?
The healthcare industry has always been very special place to me. I enjoy helping people and the diversity of people this field offers.

Why is healthcare in the home important to you?
Home health has always been where my heart truly lies. I feel that people always heal better and generally feel better when they are in their own home. They are more comfortable and more willing and open to receive help in that environment.

What would you like people to know who are hesitant to have healthcare staff in their homes?
Being able to receive care in your own home allows those that can't get out and into a physician's office an opportunity to still get the care that they need. Having a nurse come to you regularly and get to know you and your health needs provides you with an advocate for your own healthcare.

What is your favorite part of your job or your most meaningful patient care experience?
I also love being a nurse, providing the best care possible for my patients, getting to know the people I'm taking care of, and the continued learning that Home Health offers. Everyone is different, every patient is different, everyone's needs are different.

What is special about CompleteOK?
CompleteOK is an amazing company. The staff is always prepared to help when called upon by anyone with a question. The staff in our office is very knowledgeable and willing to share that with any of us. I have very much enjoyed my time here since I have started and can't wait to see what my future holds with this company.

- Submit a color photo taken recently.
- Take photo in well-lit environment.
- Have someone else take your photo or use your camera timer. **No "selfie" poses.**
- Use a clear image with **no filters.**
- Use a plain background (white or off-white is best). No people in background.
- Submit a photo that is **not blurry, grainy, or pixelated.**
- Face the camera directly with full face in view, include your shoulders and the top of your head.
- **CompleteOK gear preferred!** This can be scrubs, jackets, whatever you prefer that is company attire.
- **Remove your glasses if they cause a glare that obscures your eyes.**
- Please don't crop the photo—we can do that for you.
- **Smile!**

Figure 1 Example of Finished Product

Please email your completed Employee Spotlight form (don't forget the picture!) to MarketingMedia@CompleteOK.com