

SUBMIT SUGGESTION TO HUMAN RESOURCES

HR Tracking #

Date Received by HR:

TO:

FROM: Stephanie Meador, Human Resources

DATE:

The Employee "Bright Idea" suggestion on the reverse side has been submitted for your consideration.

➤ **EVALUATOR SIGNATURE**

EVALUATION SCALES

The evaluator will consider the suggestion by using these four scales:

- Importance of the subject.
- Feasibility of implementation.
- Effectiveness if implemented.
- Cost of implementation.

FINAL DECISION

The evaluator may reach one of four decisions:

- Return to employee for clarification or further information.
- Consider
- Accept and implement.
- Reject.