**Compliment Form**

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| 1. **Details of person giving compliment** | |
| Title: 🞎 Mr 🞎 Mrs 🞎 Ms 🞎 Miss 🞎 Male 🞎 Female | |
| Surname: | |
| First name: | |
| 1. **Compliment details** | |
| Nature of compliment  🞎 Staff service/ support 🞎 Facilities 🞎 Successful resolution  🞎 Implemented plans 🞎 Other service/ support 🞎 Other | |
| Staff name: | |
| Program: | |
| Division: | |
| Has the staff been informed of the compliment? 🞎 Yes 🞎 No | |
| Has their line manager been informed of the compliment? 🞎 Yes 🞎 No | |
| 1. **Compliment Summary** | |
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| 1. **Internal use only** | |
| Staff logging compliment: | |
| Position: | Date received: |
| Compliment lodged: 🞎 Telephone 🞎 In person 🞎 In writing | |
| Has compliment register been updated? 🞎 Yes 🞎 No | |
| Notes: | |