

HR EMPLOYEE EXCELLENCE PROGRAM

WHEN: Annual Award will be presented in February of each year during HR Service Awards reception.

WHAT: 5 Staff Awards and 1 Leadership Award

Staff Award Categories:

- 1) Driving Change
- 2) Embracing Innovation
- 3) Doing the Right Thing
- 4) Collaboration
- 5) Service with Care

Leadership Award Category

- 1) Outstanding Leadership

HOW: Nominations will be accepted from January 1 to November 30 of each year. HR employees will submit nominations via an [Online Nomination Form](#) (login in with Blazer ID and Password). Only HR employees can submit nominations.

HR employees can be nominated for any award category, but he/she cannot win two awards in the same category in one year.

A Selection Committee will review nomination submissions and make the final award recommendations to the CHRO; the committee will review all the nominations by category and score them based on how well the nomination demonstrates the specific criteria.

- a. Selection Committee will be randomly selected from leadership nominations.
- b. Selection Committee will include seven (7) representatives from HR.
- c. Selection Committee members will rotate each year.
- d. Nomination reviews will be held in December of each year.
- e. A [rubric/point system](#) will be used by the Selection Committee to determine winners.
- f. Award recipients will be determined in December of each year for Annual Awards.
- g. Awards will be presented at the HR Service Award Reception in February of each year.
- h. If an employee wins an award, he/she is not eligible to win an Annual award in the next year.

AWARD CATEGORIES

STAFF

Driving Change Award

This award is to recognize a staff member who acts as a champion of change, readily adapting and assisting the internal and external customer with understanding change.

Criteria

Nominees for this award should have demonstrated a combination of the following:

- 1) Assisted with implementation of strategies that are in the best interests of HR
- 2) Worked toward effective and successful implementation of new services, programs, and/or systems.

- 3) Taken a proactive and innovative approach toward finding viable solutions to business challenges.
- 4) Participated in collaborative problem-solving, breaking down boundaries and/or creating new relationships to improve the way work gets done

Embracing Innovation Award

This award is given to a staff member who has generated novel and valuable ideas and used these ideas to develop new or improved processes, methods, systems, programs or services. The award recognizes creative ideas that have improved HR.

Criteria

Nominees for this award should have demonstrated a combination of the following:

- 1) Identified creative solutions, large or small in scope, that have made a significant and positive difference.
- 2) Suggested new ways to improve the quality of services or programming.
- 3) Identified novel approaches for completing work more effectively or efficiently.
- 4) Looked for creative approaches to provide or improve services that may increase efficiency and decrease cost.

Doing the Right Thing Award

This award is to recognize a staff member who has gone “above and beyond the call of duty” in a particular situation. Acting with honesty and integrity at all times.

Criteria

Nominees for this award should have demonstrated a combination of the following:

- 1) Sacrificed time and energy for the good of their unit in a specific area or event.
- 2) Showed willingness to assist beyond normal expectations.
- 3) Being accountable, inspiring trust by saying and doing what is right.
- 4) Provided outstanding service to their specific department or division.

Collaboration Award

This award is to recognize a staff member who exemplifies collaboration and cooperation.

Criteria

Nominees for this award should have demonstrated a combination of the following:

- 1) Developed and encouraged cooperation and collaboration, while displaying outstanding group effort.
- 2) Consistently offered support, assistance and encouragement to co-workers, often without being asked to do so.
- 3) Served as role model to others through positive and productive client and colleague relationships.
- 4) Worked with others to achieve a shared goal -- sharing knowledge, learning and building consensus.

Service with Care Award

This award is given to a staff member who has demonstrated concern and commitment to fulfill needs and ensure satisfaction when providing services to members of the UAB community.

Criteria

Nominees for this award should have demonstrated a combination of the following:

- 1) Identification of and appropriate reaction to the needs and expectations of the internal and external customer to ensure exceptional service.

- 2) Familiarity with HR policies and procedures and their impact on the university community, coupled with commitment and ability to educate the community about these policies.
- 3) Sought ways to continuously improve satisfaction and remove barriers when providing services to members of the university community.
- 4) Anticipated clients' needs and potential problems before they occurred

LEADERSHIP

Outstanding Leadership

This award is given to a member who exemplifies significant leadership skills such as the ability to lead and guide Staff, develop Staff talents and successfully manage an efficient and effective unit at the highest level; has promoted teamwork and collaboration across HR and the UAB community; has worked quietly behind the scenes to improve his or her unit and HR as a whole; and who has consistently done so with a positive attitude.

Criteria

Nominees for this award should have demonstrated a combination of the following:

- 1) Initiative, Responsibility, Resourcefulness
- 2) Outstanding skills and service within or outside the department
- 3) Develops trust and credibility through open, respectful communication and demonstrating accountability
- 4) Provides a sense of purpose, vision and mission for their co-workers and/or staff
- 5) Cultivates and motivates staff
- 6) Positively influences others to build consensus in group, departmental or organizational settings
- 7) Manages and/or champions change effectively through formal or informal leadership
- 8) Helps others develop by investing time and effort in coaching and/or mentoring
- 9) Demonstrates a high degree of financial responsibility coupled with sound judgment; acts as a guardian of HR resources by implementing more efficient or cost effective practices