

“This is How We Do It!” Award Criteria (12/10/12)

- Anyone can recommend another person on the team for this award, although the focus should be on the front-line team.
- Example Criteria:
 - Demonstrates or recommends a “Best Practice”
 - Good, workable suggestion that is implemented
 - Consistent excellence in their work; a genuine concern for quality in everything that they do
 - Understands the customers’ needs and works to meet them consistently
 - Consistent, speedy response
 - Provides help to co-workers (unrequested)
 - Works above and beyond without being asked
 - Improves a work technique, method or procedure
 - Exemplary role model or mentor to others
 - Excellent team player (puts the focus on the team and not themselves)
 - Great strides in safety
- Some examples:
 - Great attendance
 - He/she is experienced in and performs well *all* aspects of the job description
 - He/she does excellent/high quality work on a consistent basis
 - He/she helps others and cares about their work product, too
 - You call on him/her when you are in a bind (there in a “clutch”)
 - He/she is always there and helps willingly and without negativity (great attitude)
 - He/she is very positive in his/her outlook along with doing excellent/very high quality work
 - He/she is a very good worker and looks out for the welfare and safety of others
- Candidates must have a good attendance record, be free of disciplinary action for the past 12 months, and demonstrate a consistent positive attitude in the workplace
- Awards will be presented at Supervisor Staff Meetings and it is suggested that managers of recipients attend the presentation event.
- The supervisor of award recipients should prepare remarks (about 30 seconds) for each awardee.
- Every quarter, a count of recipients and their awards will be made.
- There is no limit to the number of awards one can receive.
- He or she with the greatest number of awards (a minimum of two awards is necessary for consideration) given during the quarter will be invited to select from a group of small gifts.
- Depending on the number of recipients for the quarter, we’ll hold a drawing for a gift or gifts among the other award recipients
- Winners of multiple awards in a quarter will also receive a congratulatory letter from Vibha.
- Front-line staff recipients will be recognized in a program separate from supervisor/manager recipients.
- The associate director, training manager and manager will make final decisions on award recipients