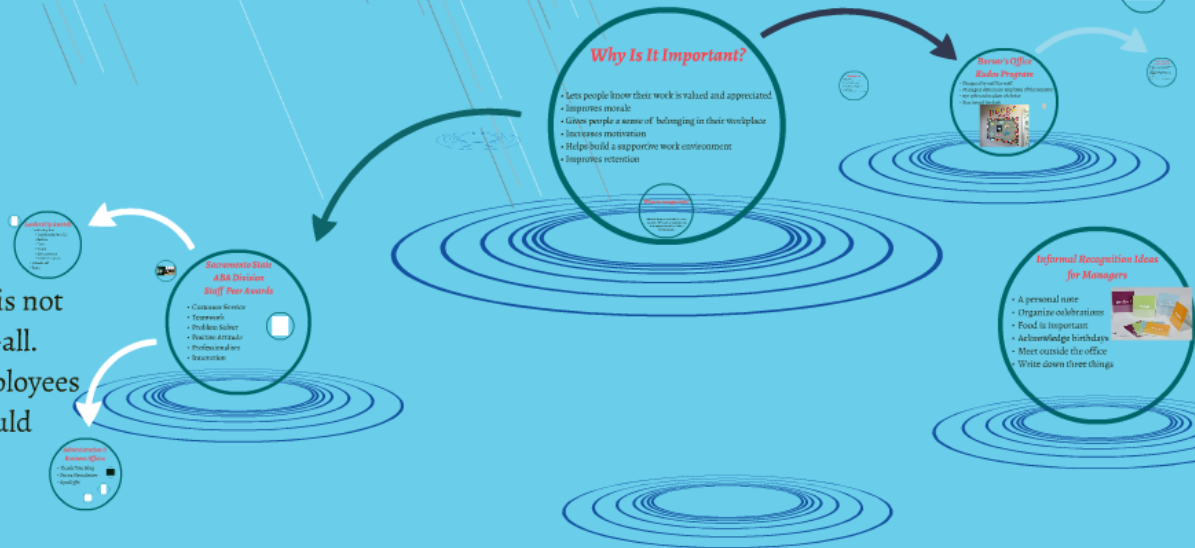


Employee Recognition

Ideas for Showing Staff Appreciation

Recognition is not a scarce resource. You can't use it up, or run out of it.

Recognition is not one-size-fits-all. Ask your employees how they would like to be appreciated.



What is recognition?

Acknowledging an individual or team's behavior, effort, and accomplishments that support the goals and values of your campus.

Why Is It Important?

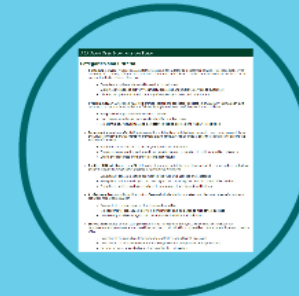
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Sacramento State ABA Division Staff Peer Awards

- Customer Service
- Teamwork
- Problem Solver
- Positive Attitude
- Professionalism
- Innovation



ABA STAFF PEER NOMINATION FORM

Categories and Criteria

- **Customer Service:** Awards an ABA staff professional for outstanding customer service. This individual serves customers in a *timely, efficient and professional* manner, and strives to understand customer needs in order to provide the highest levels of service.
 - Consistently delivers high-quality service to customers
 - Examines methods of delivery to simplify processes and improve services to customers
 - Clarifies and promotes understanding of complex processes and requirements
- **Problem Solver:** Awards an ABA staff professional for the consistent application of *creativity, exploration and tenacity* to solve problems. Individual follows through to the successful resolution of problems.
 - Accepts challenges and finds creative solutions
 - Uses/shares knowledge resources to simplify complex issues
 - Is determined, resourceful, and persistent in seeing problems through to conclusion
- **Teamwork:** Awards an ABA staff professional for outstanding contributions to a unit, team, or across unit lines. Individual's *initiative and cooperation promote group achievement*. Individual goes the extra mile to assure the success of the team.
 - Promotes the success of a team or group, over the individual
 - Encourages cooperation and knowledge sharing among co-workers to achieve positive outcomes
 - Enlists the resources of others to assure best results
- **Positive Attitude:** Awards an ABA staff professional who maintains a positive outlook in the workplace and whose positive attitude is *influential in creating a harmonious workplace*.
 - Consistently takes a positive approach in the face of challenges and obstacles
 - Recognizes and acknowledges the best aspects of the workplace and the talents of co-workers
 - Promotes a positive workplace culture, by engaging others in positive thinking
- **Professionalism:** Awards an ABA staff professional who is highly competent and demonstrates *behaviors and attitudes that inspire respect*.
 - Demonstrates a high degree of professional expertise
 - Is a resource for colleagues, providing information and guidance to help others succeed
 - Consistently exhibits integrity and business-like behavior and attitudes
- **Innovation:** Awards an ABA staff professional who has *redefined the possible* by contributing ideas for improvements in processes and/or practices, services, cost reductions, or positive change in a unique and creative way.
 - Contributed original ideas leading to more effective and efficient processes
 - Contributed to service improvements through creative perspectives and approaches
 - Introduced innovative strategies that resulted in cost savings

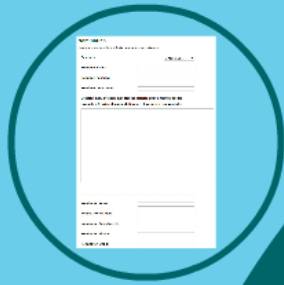
[previous](#) | [next](#)

CALL FOR NOMINATIONS!

ABA Launches its 2016
Recognition program!
Nominate colleagues
today in Staff Peer and
Leadership Peer
categories! Deadline April
29.

[more info](#)





Leadership Awards

- Leadership Peer
 - Redefine the Possible
 - Service
 - Team
 - Vision
 - Advancement
 - Communication
- Valued staff
- Team

Nomination

Nominators may only nominate one person per category.

Category:

Choose One ▼

Nominee Name:

Nominee Position:

Nominee Department:

Describe how the nominee fits the criteria above, using specific examples. Provide documentation or references as appropriate:

Nominator Name:

Nominator Position:

Nominator Department:

Nominator Phone:

Nominator Email:

Administration & Business Affairs

- Thank You Blog
- Focus Newsletter
- Spotlight



ABA SAYS THANK YOU!

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Colleague Thank You Note

February 2016

The Thank You section is an opportunity for ABA employees to show their appreciation for fellow colleagues and for the many wonderful deeds that do not go unnoticed.

To: Crystal Goodpaster-Dupree (2/3/2016)

I would like to thank Crystal Goodpaster-Dupree for helping UTAPS with our semester start-up! -Emily Parmelee

To: Nikolas Soza (2/3/2016)

I would like to thank Nikolas for always being extremely helpful in all ways. Whether it be work orders, key issue, assistance needed from one of the trades you name it he's always there to help out. He is very polite and always so friendly and quick when working with me. I appreciate that of him. Thank you Nik! Keep up the great work! -Suzanne Bracamonte

To: Andrew Stiffler (2/3/2016)

I would like to thank Andrew for helping UTAPS with our semester start-up! We appreciate you!! -Emily Parmelee

To: Hebe Mares (2/3/2016)

I would like to thank Hebe for helping UTAPS with our semester start-up! We appreciate you!! -Emily Parmelee


To: Margaret Hwang (2/3/2016)

I wanted to thank Margaret for helping UTAPS with our semester start up! It's always fun working you! -Emily Parmelee

[Thank a Colleague](#)


ADMINISTRATION & BUSINESS AFFAIRS

See Staff News ABA News Recognition Program Thank you Blog



FOCUS

SUPPORTING STAFF PROFESSIONALISM AND SUCCESS
VOL. 9 | ISSUE 3 | SPRING 2016



Behind the Scenes - Student Financial Services Supports the President's Graduation Initiatives

In this edition of Behind the Scenes, we take a look at President Nelson's renewed focus on the graduation rates and the graduation initiative at Sacramento State.

President Nelson emphasized the amount of work that is needed to progress. "We have important work to do as we increase freshman and transfer graduation rates, decrease the time to degree, provide the classes that our students need, and close the achievement gap."

Currently, the obstacles appear difficult to overcome. Only eight percent of Sacramento State's incoming freshmen graduate in four years. Additional pressure has come from the CSU, who have set a goal of 24 percent by May of 2017. [Read more.](#)

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ABA News
Awards & Recognition
Behind the Scenes
Green News
Message From The VP
New Faces & Farewells
Reminders
Staff Spotlight

Printable Copy

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WEB EDITOR Andrew Stoffer
SARAH SHYNE

PHOTOGRAPHER Frank Clarke
JESSY HARTWIG
ANDREW STOFFER

Message from the VP/CFO


In early January, President Nelson appointed Vice President and CFO Mike Lee as interim provost and vice president for academic affairs, joining [csac.edu](#).

ABA News

Several of ABA's offices are soon planning a change of scenery. Beginning the week of March 21st, Procurement & Contract Services, Accounting Services, and Accounts Payable/Travel are moving their offices from their current location, in Sequoia Hall, to their new offices in Modesto Hall.

The move is important as space currently occupied by all three offices in Sequoia Hall will be converted into much needed lab for [csac.edu](#).


Green News



Past newsletters have mentioned the many efforts made on campus to utilize renewable and alternative energy sources. One of those sources has been the Compressed Natural Gas (Bio-CNG), derived from food waste.


Sac State Sustainability is proud to report that 25.49 tons of food waste was diverted from landfill last semester. That waste was instead processed by Clean World, and converted to Bio-CNG. [csac.edu](#).

Staff Spotlight




In each issue, the FOCUS Newsletter spotlights an ABA staff member whose work deserves mention. This issue features Freddy Orsini, with several questions focused on the president's renewed emphasis on graduation rates and the graduation initiative. [csac.edu](#).

New Faces & Farewells



ABA welcomes, and says goodbye to the following staff professionals. [csac.edu](#).

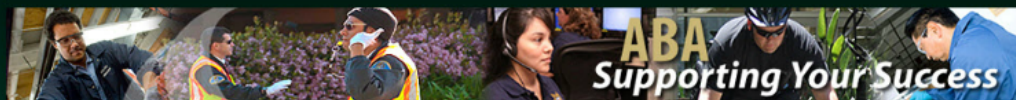
Awards & Recognition



ABA has a celebrated history of recognizing its employees. In 2005, ABA began the annual Staff Peer and Leadership awards programs. These programs, occurring during the spring and winter months, respectively, became the central way for ABA to recognize its employees for outstanding service to their customers, colleagues, and campus community. [csac.edu](#).



ADMINISTRATION & BUSINESS AFFAIRS



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ABA SPOTLIGHTS

Congratulations to Lieutenant Lofthouse on Graduation from the FBI National Academy!



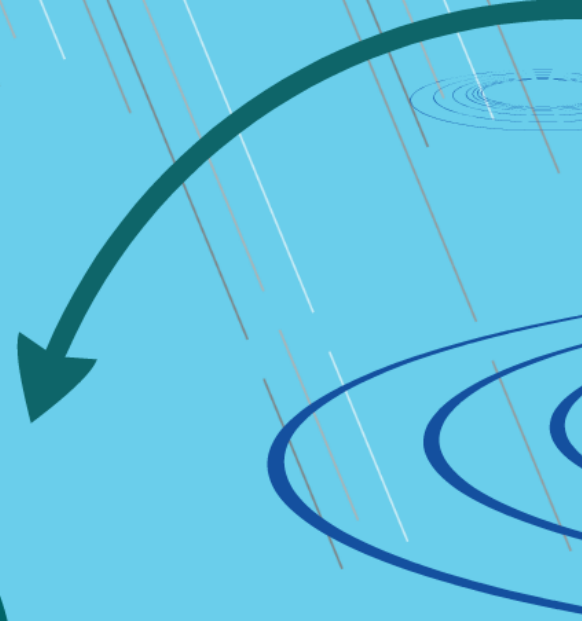
Lieutenant Christina Lofthouse is a graduate of the 263rd Class of the FBI National Academy in Quantico, Virginia. This 10 week course, concluding in March, included men and women from 48 states, 28 international countries, three military organizations, and five federal civilian organizations. The U.S. Department of Justice states the ten week course offers "advanced investigative, management, and fitness training for selected officers having proven records as professionals within their agency."

Attendance at the FBI Academy is by invitation only through a nomination process that demands the law enforcement individual have the highest character and reputation for professional integrity. Congratulations to Lieutenant Lofthouse on this prestigious accomplishment. It will benefit the entire agency, as well as the people we serve here at Sacramento State, as she utilizes her advanced knowledge and leadership skills on a daily basis.

Sacramento State is proud to employ two graduates, as new Lieutenant Harvey Woo is also a graduate of the FBI National Academy.



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one-size-fits-all.
Ask your employees
how they would
like to be
appreciated.



Bursar's Office Kudos Program

- Designed by staff for staff
- Managers determine 'employee of the semester'
- \$50 gift card to place of choice
- Star Award for desk





Informal Recognition Ideas for Managers

- A personal note
- Organize celebrations
- Food is important
- Acknowledge birthdays
- Meet outside the office
- Write down three things



Keys for giving positive feedback

- **Soon:** Timing is important, don't delay praise
- **Sincere:** Do it because you are truly appreciative
- **Specific:** Give details of the achievement
- **Personal:** Do it in person (or a handwritten note)
- **Positive:** Don't mix in criticism
- **Proactive:** Don't wait for perfect performance

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Resources
• [Employee Recognition](#)
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Resources

<http://www.baudville.com>

- free ePraise, and recognition ideas and supplies

<https://bonus.ly/employee-recognition-guide>

- the guide to modern employee recognition

<http://youearnedit.com/blog/25-stf-appreciation-and-recognition-ideas-that-wont-break-the-bank/>

- happiness at work

<http://www.csus.edu/aba>

Sacramento State Division of Administration & Business Affairs

Let's hear your ideas!



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