

# *Living the Values*

## EMPLOYEE RECOGNITION PROGRAM

### **Purpose:**

The purpose of the *Living the Values* program is to recognize our co-workers who are living NSU's eight core values. Additionally, the program guides employees to a clear understanding of what the core values are and how they each contribute to the achievement of NSU's Vision 2020.

### **Program:**

The *Living the Values* program focuses on each of the Nova Southeastern University Core Values for a period of one month at a time, on continuous rotation. A calendar indicating the current Core Value can be found on the *Living the Values* webpage.

### **How does it work?**

1. Departmental Human Resource Contacts provide the department with nomination forms each month and a reminder to nominate individuals.
2. Departmental leadership and HRC's review nominations for content and completion.
3. Announce Nominees and recognize each month, in a way the department sees fit.

#### Examples:

- a. Read at regular staff meetings
  - b. Create a recognition board in the work area
  - c. Send an email to the department
  - d. Get creative and come own with your own ideas!
4. Each month, Human Resource Contacts may submit one Departmental Nominee to the NSU Online Living the Values page for consideration at the Organizational level.

All HRC's have access to a tool kit to administer the program in their departments.

### **Who Can Nominate an NSU Employee?**

Any employee can nominate any co-workers they see, or have seen, demonstrating any of the NSU Core Values for the Departmental Nominee. Directors and HRC's are responsible for nominating individuals at the Organizational level.

### **How Do I Nominate an NSU Employee in my Department?**

Nominations are submitted to departmental HRC's through the *Living the Values* form. This form requires a description of the employee's behavior that reflects the Core Value.

### **Where Do I Get a Form and Where Do I Send it?**

Blank forms are available from your department's Human Resource Contact and additional information can be found on the *Living the Values* webpage.

Completed nomination forms should be submitted to the area's Human Resource Contact (or designee). Human Resource Contacts may then submit nominees for University wide recognition via the *Living the Values* webpage.

### **What Do Nominees Receive?**

All Human Resource Contacts are provided with a kit that includes *Living the Values* nomination forms and printable *Living the Values* certificates.

Additional uses may include:

- Recognition during regular staff meetings
- Posted photos in the department
- Acknowledgement of the recognition via the *Living The Values* Website

Nominees may also have their stories shared at NSU Leadership Events, via NSU Social Media, or other related NSU channels of communication.

## Instructions for Administering the Program

### General Guidelines for an optimal experience:

- This program should celebrate the behaviors that reflect the Core Values of Nova Southeastern University.
- Unique and epic stories are great, but so are everyday examples of how the values can be demonstrated.
- Stories should be “sharable” - group gatherings and team meetings are ideal settings to share these stories.
- Stories are most effective when the examples are specific and repeatable – in other words, tell me **exactly** what the person did and **how I can do the same** thing.

### Monthly Departmental Process (For HRC's and Leadership)

1. Download the *Living the Values kit* from the *Living the Values* webpage.
2. Share information about the program during meetings, electronically, and via other channels of departmental communication.
3. Consider departmental conversations around each Core Value during the focus month.
4. Collect nomination from employees using the Official *Living the Values* Nomination form.
5. At the end of the month, review all nominations and confirm the quality of the nomination, then take group or individual photos and share using the *Living the Values* certificates, group or individual pictures, and share stories about the nominees.
6. Submit pictures and stories of your team's nominees to the *Living the Values* webpage for consideration to be included on the *Living the Values* Spotlight, located on the *Living the Values* webpage.