

Most Valued Person

Facilities & Services Employee Recognition Program

OVERVIEW:

Facilities & Services employs many hard-working, dedicated and often extraordinary people who demonstrate exemplary customer service. Some employees distinguish themselves by consistently going above and beyond while making an improvement in a process, enhancing their output so that both their team and the campus benefit or by even performing a good Samaritan or humanitarian act while on the job.

We feel employees that demonstrate these qualities should be recognized for their accomplishments/efforts.

The Most "Valued" Person (MVP) Award is given to employees that exemplify these values; values that are essential to our organization, our university and our community.

ELIGIBILITY:

Any Facilities & Services employee in good standing; including supervisors and managers can be nominated for the MVP Award. Facilities & Services employees may nominate other eligible employees for consideration.

Nominations from customers outside F&S will also be considered.

Self nominations are not permitted.

CRITERIA:

- ◆ The degree of work performance "above & beyond" what is expected along with the demonstration of the F&S Strategic Values (as mentioned below) will be considered.
- ◆ The degree of cost-savings, either in dollars, efficiency or time is another separate consideration; as is the importance of a Good Samaritan or humanitarian act performed by the employee at work.
- ◆ "Outstanding" performance that exceeds expectations of the job generally performed. For example, reasons such as "they do all of their work" or "they are on time for work everyday" are not sufficient statements.

STRATEGIC VALUES:

Respect: Demonstrating the highest degree of commitment to act with dignity and regard for individual worth

Integrity: Exhibiting honesty with others and with oneself and doing what is right at all times in all circumstances.

Safety: Minimizing risk of injury or loss to employees and the campus community.

Trust: An intentional choice to believe the best of others.

Teamwork: Working together to achieve common goals

NOMINATIONS & SELECTION:

Nominations:

All nominations must be submitted in writing using the MVP Nomination Form which is attached. If additional space is needed, please feel free to attach a separate sheet of paper.

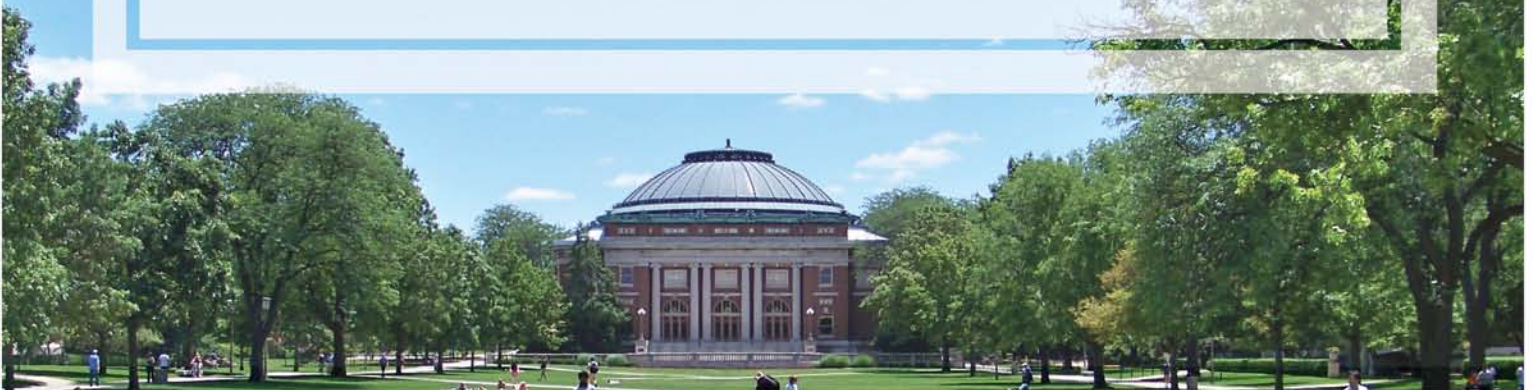
Selections:

Once all nominations have been received, The Employee Recognition Committee or ERC will review each month and will select the best candidate. There will be an MVP selected each month. The winning recipient will be contacted by the Committee. The winner's direct supervisor, the Associate Director of Employee Relations & Human Resources, and the Executive Director of the Division will also be notified.

AWARDS:

The Most Valued Person (MVP) Winner will receive a certificate of recognition signed by the Executive Director, Jack Dempsey, an MVP Keychain, treats to share with co-workers, \$75 check and an entry for the Employee of the Year! You also will be featured in the Dispatch; F&S's employee newsletter.

'NOMINATE SOMEONE TODAY!!!



MVP Nomination Form

Date Submitted: _____

MVP Nominee's

Name: _____ Title: _____

Your relation to the nominee (Please check one):

Supervisor Employee Co-Worker Other _____

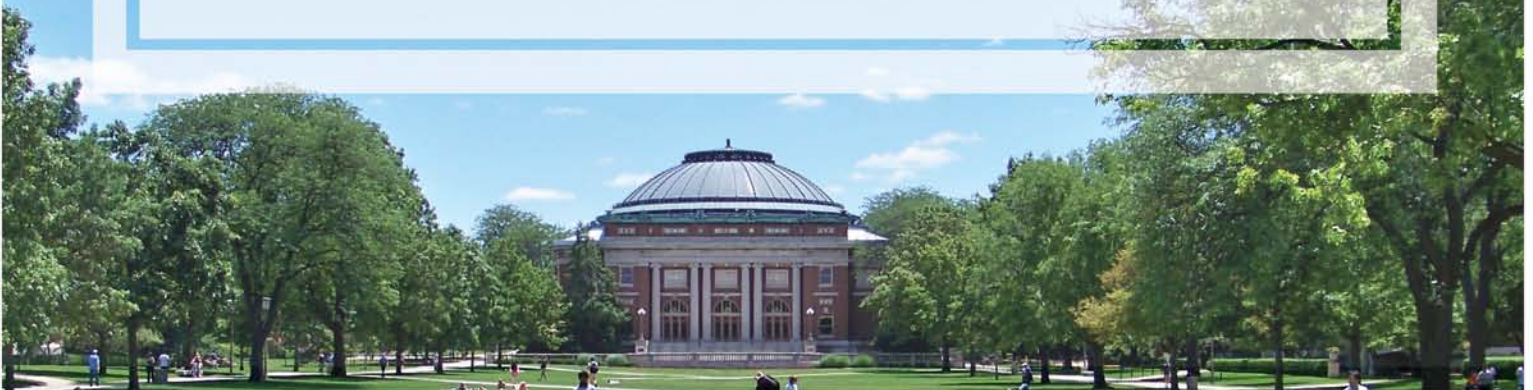
How long have you worked with the nominee? _____

Why do you believe the person that you are nominating should be a Facilities & Services MVP?
(Please give an example (s) of each segment)

◆ **Respect**- *demonstrating the highest degree of commitment to act with dignity and regard for individual worth*

◆ **Integrity**- *exhibiting honesty with others and with oneself and doing what is right at all times in all circumstances*

◆ **Safety**- *minimizing risk of injury of loss to employees and the campus community*



◆ **Trust-** *and intentional choice to believe the best of others*

◆ **Teamwork-** *working together to achieve common goals*

Your Name: _____ Your Title: _____

Additional comments/write-up are welcome and may be attached
Thank you for your nomination!

Please return completed forms to Monisha Clements in 135 PPSB...

Facilities & Services
University of Illinois at Urbana-Champaign

