

Living the Values

EMPLOYEE RECOGNITION PROGRAM

Purpose:

The purpose of the *Living the Values* program is to recognize our co-workers who are observed demonstrating NSU's 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.

Program:

The *Living the Values* program focuses on recognizing members of Nova Southeastern University as they demonstrate the Core Values throughout the year.

Who Can Nominate an NSU Employee?

Any employee can nominate any co-workers they see, or have seen, demonstrating a behavior aligned with one of NSU's Core Values.

How Do I Nominate an NSU Employee?

Nominations are submitted 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 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* frames (digital) 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 the *Team 2020* Event, at NSU Leadership Events, via NSU Social Media, or other related NSU channels of communication.

Instructions for Administering the Program

For Human Resource Contacts

General Guidelines for an optimal experience:

- This program should celebrate the behaviors that reflect the Core Values of Nova Southeastern University.
- Unique 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

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 the Core Values.
4. Collect nominations 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* Photo Template, present nominees with signed certificates, 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.