

Peer Recognition and Awards – How the Process Works...

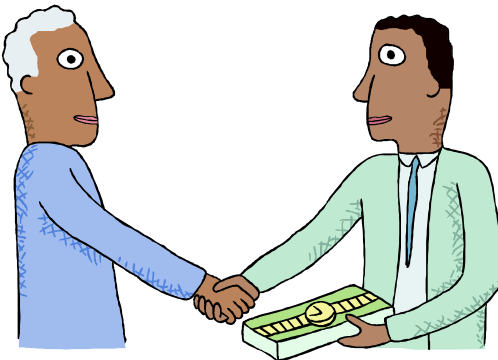
From one employee to his/her peer for demonstrating one or more of PSA's values. Recipients get a "praise card" for each nomination.

3 praise cards/trinkets = 1 award

All submissions must be made via e-mail – no paper submissions will be accepted!



What makes it happen?

Step 1 Nominating employee completes and e-mails form to recipient's supervisor and "PSA HR Coordinator" (as indicated in Outlook– not directly to Shavon Butler!)	
Step 2 Supervisor reviews nomination and if deemed "appropriate," e-mails to PSA HR Coord.	
Step 3 PSA HR Coordinator enters nomination into tracking system.	
If nomination is not a multiple of three, then:	If nomination is a multiple of three, then:
Step 4 PSA HR Coordinator prepares recognition packet and forwards to supervisor..	Step 4 PSA HR Coordinator notifies the supervisor that employee will receive an award.
Step 5 Supervisor makes a copy of nomination form and files in employee's "green folder."	Step 5 Supervisor informs the employee and asks him/her which award (s)he wants.
Step 6 Supervisor presents employee with praise card, trinket and copy of nomination form in appropriate forum	Step 6 Supervisor informs the PSA HR Coordinator of award choice made by employee.
	Step 7 PSA HR Coord. forwards recognition packet with award to the employee's supervisor.
	Step 8 Supervisor makes a copy of nomination form and files copy in the employee's "green folder."
	Step 9 Supervisor presents employee with praise card, award and copy of nomination form in an appropriate forum.

Any core value selected must be supported individually in the justification!