

Haas Employee Achievement & Recognition Team (HEART) Award Nomination Form

Name of Nominee:	Employee ID:	
Job Title:	Job Title Code:	
Unit/Department Name:		
Type of Award: <input type="checkbox"/> HEART Award		
Provide a brief description (1-3 paragraphs) of the sustained, exceptional performance aspects that warrant a HEART Award.		
Eligibility for award (both boxes must be checked): <input type="checkbox"/> The nominee is a represented employee. <input type="checkbox"/> The nominee has a rating of "meets expectations" or above and has no outstanding disciplinary actions.		
Nominator Name:	Signature:	Date: mm/dd/yyyy
Nominator's Unit:	Contact address:	
E-mail address:	Phone:	
Supervisor: <i>(if other than Nominator)</i>	Signature:	Date:
Next Level of Authority <i>(if nominator is nominee's supervisor)</i>		
Name:	Signature:	Date:

Office Use Only:

<input type="checkbox"/> Award Approved (copy to be placed in nominee's Personnel File)	
<input type="checkbox"/> Award Denied Reason for Denial:	
Recognition Award Administrator Name:	Signature:
Job Title:	Date:

Please complete this form and return to your Recognition Award Administrator.

OPERATING PRINCIPLES

Reimagine your world

WE INCLUDE AND EXCEL, TOGETHER

We cultivate trust, treat one another with respect and assume good intentions. We actively include different perspectives and work cooperatively within and across departments. We thrive when we celebrate the diversity in our community and our common commitment to equity, inclusion and equal access to all.

WE IMAGINE AND INNOVATE

We develop sustainable solutions that help us meet campus goals. We are willing to take intelligent risks, make mistakes, and learn from our experience.

WE SIMPLIFY

We reduce unnecessary steps and make it easier to get things done. Our solutions are common where they can be, custom where it counts.

WE ARE ACCOUNTABLE TO EACH OTHER

We measure supervisor, individual and team performance, make transparent decisions, and follow through on our commitments. We recognize excellence, and give and receive constructive feedback at all levels to help us improve.

WE FOCUS ON SERVICE

We provide timely, excellent service to students, staff, faculty, alumni and other stakeholders. We emphasize service over bureaucracy whenever possible.

Examples of Distinctions between Achievement Awards and Spot Awards

Spot Awards “In-the-moment contributions”	Achievement Awards - “Substantial change over time”
<ul style="list-style-type: none"> • We include and excel, together <i>Example: Instead of updating a lobby directory for just one department, a Facilities Manager reaches out to all the building's occupants to gather their updates, resulting in a better, more inclusive sign.</i> • We imagine and innovate <i>Example: Student Services Advisor creates a comprehensive, informative matrix on the college website of financial aid sources for students, including eligibility criteria and other pertinent factors.</i> • We simplify <i>Example: A team of Financial Analysts works within a college over a short period of time to develop a standard budget process for a department within the college. Good leadership and teamwork results in a successful outcome.</i> • We are accountable to each other <i>Example: Human Resources Manager creates a culture for continuous feedback in the workplace by encouraging staff to mentor each other, recognize each other's achievements, and offer constructive solutions when things aren't going well.</i> • We focus on service <i>Example: Financial Analyst enrolls in a class to increase her financial modeling knowledge and, as a result, makes improvements in the financial modeling process in her department.</i> 	<ul style="list-style-type: none"> • We include and excel, together: resulting in the accomplishment of significant departmental or divisional goals and objectives <i>Example: Project/Policy Analyst drafts an insightful, comprehensive proposal and assists with implementation to reconfigure the units within the Library, thereby breaking down silos, and enhancing resource sharing while retaining the specific functions of each library unit.</i> • We imagine and innovate: resulting in one-time or sustained time/dollar/environmental savings, revenue enhancement, productivity improvement; and/or ongoing innovative/creative activities that benefit organizational systems, protocols, and/or procedures. <i>Example: Applications Programmer facilitates the replacement of the unit's legacy system by modifying and enhancing an application from another campus unit. The modified system improves and secures systems operations and costs significantly less than projected replacement costs.</i> <i>Example: External Relations Specialist takes responsibility for her professional development and keeps abreast of best practices in external constituent outreach through continuing education. She conceives, designs, and implements an innovative method to identify and contact alumni who have a high probability of supporting UC Berkeley, with significant impact for both fundraising and political support for the campus.</i> • We simplify <i>Example: Student Services Advisor leads the design and implementation of a program that developed valuable information, streamlined processes and systems for supporting students and their well-being. This work is not only enthusiastically adopted by the Berkeley Campus, but has become a go-to model of the UC System as a whole.</i>