



Employee Recognition Certificates celebrate those who make a positive impact on others and help achieve the University's [mission](#).

Use this job aid to help you determine if an individual and/or team should receive a certificate of recognition and then, whether their behaviors exemplify the highest levels in this area to warrant a nomination for an *Employee Recognition Award*.

Use the links below to send a certificate and/or submit a nomination. Award winners will be recognized at our annual Celebration in April.

WARRIOR EXCELLENCE

HELPFUL LINKS

[Human Resources Consultants](#)

[Send Certificate](#)

[Submit Nomination](#)

[Email Employee Recognition Team](#)

Description – Warrior Excellence (For Outstanding Performance)

For consistently achieving the highest quality outcomes by going above and beyond the expected and demonstrating an unparalleled work ethic with exceptional character.

What does a Warrior Excellence nominee say and do? (Behaviors)

Nominees exhibit a majority of these behaviors*

- Set goals and are highly motivated to accomplish results
- Resolve issues by working collaboratively with others
- Hold self accountable to consistently deliver outstanding outcomes
- Model the highest levels of integrity
- Show self-discipline by minimizing procrastination and re-grouping when they encounter a setback
- Possess a positive attitude and are visibly passionate
- Other?

Why does this matter? (Impact on me, colleague, WSU, community)

- This enabled to me to achieve excellence in my work
- This motivated others to stretch their potential
- This contributed to a better campus environment and customer experience
- This created a partnership/connection in the community
- Other?

Nomination Format

“Benjamin (person and/or team) did/said _____(behaviors), which allowed _____ (positive impact for me, team, WSU, local/global community)”

Example Nomination

“[Name] is known for his ‘greatness.’ Other people depend on him consistently because of the quality of his work, but also for his impeccable character. I had a very visible project due with a tight deadline and he was the first person I thought of as indispensable to our team’s success. He asks, “what can we do?” instead of complaining about what we can’t do. Our project hit its goals and people still come up to me to say that this is a team they’d work on again in a heartbeat.”

*Think “Quality” not just “Quantity.”

Reflect on how strongly this person and/or team exhibits the behaviors above and the nature of the positive impact on others to decide if they should receive a certificate of recognition only or are also deserving of an annual award. While nominees at this level of excellence typically ‘check off many boxes,’ the *quality* of two or three behaviors or a broader impact could be as important as the *quantity* of boxes checked.