



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 HEROES

HELPFUL LINKS

[Human Resources Consultants](#)

[Send Certificate](#)

[Submit Nomination](#)

[Email Employee Recognition Team](#)

Description – Warrior Heroes (For Exceptional Service)

For proactively accepting challenges and willingly helping others with a “can do” attitude and an exceptional commitment to service that enables us to achieve the University’s mission.

What do Warrior Heroes say and do? (Behaviors)

Nominees exhibit a majority of these behaviors*

- Proactively seek opportunities to serve and engage
- Make a positive impact on the WSU community regardless of their role, level or unit
- Exhibit courage in accepting challenges
- Show interest in the department and the University by jumping into action or asking, “How can I help?”
- Choose to do the right thing, even when it’s difficult
- Other?

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

- This enabled me to provide even better service to someone else
- This helped another team achieve a goal
- This contributed to a better campus environment
- This created a partnership/connection in the community
- Other?

Nomination Format

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

Example Nomination

“[Name] is always looking to help others. She shared a tip with me that helped me do my job better. We were able to get an area cleared sooner and made an improvement to the grounds before a campus tour. A parent even thanked us. [Name] makes WSU a better place to work and although we don’t formally interact with the public, I know she helps us become a university of choice.”

*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.