



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.

WARRIORS WHO CARE

HELPFUL LINKS

[Human Resources Consultants](#)

[Send Certificate](#)

[Submit Nomination](#)

[Email Employee Recognition Team](#)

Description – Warriors Who Care (For Outstanding Empathy and Concern)

For making a positive difference in the lives of others by valuing all people, demonstrating empathy, concern/care, and supporting others to create a culture of spirit and belonging that helps to set WSU apart.

What do Warriors Who Care say and do? (Behaviors)

Nominees exhibit a majority of these behaviors*

- Put others' needs ahead of their own
- Seek to understand others' experiences and perspectives without judgment
- Offer emotional and other support when others are experiencing difficulties
- Genuinely demonstrate respect for all
- Instill trust through confidentiality and following through on plans and promises
- Other?

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

- This enabled me to get through a difficult moment
- This helped others know they were not alone
- This fostered a highly collaborative environment
- This created a culture of spirit and belonging that sets WSU apart
- Other?

Nomination Format

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

Example Nomination

"[Name] is truly a person who cares about others. Long before the pandemic, he has always shown a genuine interest in getting to know you as a person, not just a coworker - he remembers your kids' names and that you play tennis. He makes a real connection that never has another motivation to it. We have been working on campus right through COVID and everyone has been feeling stressed. [Name] has helped to keep our spirits up and that has made a difference for me and many others during a very difficult time."

****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.