



HEN HIGH FIVE

GUIDELINES



PURPOSE

The Hen High Five is the Human Resources recognition program to acknowledge peers, colleagues or university faculty/staff for a job well done. This award gives the opportunity for faculty and staff to recognize contributions of individuals and teams within the University.

ELIGIBILITY

Full-time and part-time employees* are eligible to give and receive a Hen High Five. The submission can be for an individual or for a group/team that you would like to recognize for an accomplishment.

* Contracted employees are not eligible to receive an award.

PROCEDURE

Criteria: The Hen High Five should be used to recognize contributions among individuals or teams within the University Community that display the following values and behaviors.

☆ **Exemplifying UD Values**

Example: I want to acknowledge John Doe with a Hen High Five for walking a newly admitted student and their parents, who were lost, from Perkins Student Center to the Little Bob.

☆ **Accomplishing a Goal**

Example: I want to recognize Jane Doe with a Hen High Five for successfully completing her Project Management Professional certification.

☆ **Recognizing a Team**

Example: I would like to recognize the Employee Engagement team with a Hen High Five for leading the HR team in Trivia every Friday.

☆ **Leading a Team**

Example: I want to recognize Jack Tradesman with a Hen High Five for managing our team project.

☆ **Individual Performance**

Example: I want to acknowledge Jill Tradesman with a Hen High Five for completing all performance appraisals before the deadline.

SUBMISSION

Awards will be submitted through the Hen High Five Submission Form. The submitter will include the recipient's name, department and the values/act displayed for the Hen High Five. When submitting a team recognition each recipient will be submitted individually and the submitter will be asked to include the "team accomplishment" in a separate text box for each of the recipients.

RECOGNITION

The recipient will receive an email with an electronic Hen High Five Certificate informing them of the recognition. Hen High Five recipients will be entered into a prize drawing on a monthly basis. There are a variety of prizes that will be awarded including a UD swag box, additional wellness dollars and more!