



# 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!