Award Recognition
Best Practices

February 3, 2021
Be Well Series
Georgia Tech Human Resources (GTHR)
Agenda

• FY21 Incentives & Awards info
• Overview of 2021 Institute award offerings
• 2021 Staff awards and descriptions
• 2021 award process timeline
• Nomination process
• Best practices and recommendations
• Questions
FY21 Incentive & Awards - USG Feedback

• As an institution, all faculty and staff awards are submitted to USG annually for review to ensure they align with the Incentive Compensation and Rewards Policy.

• We have received the official approval from USG to proceed with FY21 Incentives and Awards (there are still a few units under review, including GTRI).

• When feedback is received GTHR will communicate with respective units and update outstanding awards on the Georgia Tech Incentive & Awards website.

hr.gatech.edu/incentives-awards
Visit the Georgia Tech Incentive & Awards website.

- This webpage contains a real-time listing of approved incentives & awards that can be filtered by type, unit, and/or primary contact (award manager).
- You’ll also find updates and pertinent information about the Incentive & Awards program here.
- DocuSign payment request forms and instructions on completing the forms.

Anticipated Updates:
- Job aid on completing Supplemental Payment Request through OneUSG.
Incentive & Awards – Payments through OneUSG

In April, I will host a workshop to review the payment request process within OneUSG. The current job-aid offered through ServiceNow MSS Job Aid - GT is greatly beneficial. (An updated job aid which includes new award types will be published soon.)

• Complete the relevant DocuSign payment request form for your award type for each award recipient.
• Login to OneUSG Connect.
• Create a Supplemental Payment Request.
• Select your Supplemental Pay Type. An Incentive or Award will be a one-time payment.
• Select the appropriate award pay code within OneUSG Connect (e.g. Goal Based Incentive, Employee Suggestion Program, Employee Award, etc.)
Incentive & Awards – Payments through OneUSG

**IMPORTANT**: If your award type is Exceptional Performance Incentive or Critical Skills Incentive please select “Employee Award” as the supplemental pay code. These two new award categories do **not** have supplemental pay codes. We are working to get these added, and I will notify you as soon as they are available.

Attach the completed DocuSign payment request form to your Supplemental Payment Request in OneUSG Connect.

- Please ad-hoc in Cedric Franklin on Level 1 or Level 2 as an approver
Approved award types for Incentive & Awards policy this fiscal year that GTHR will need your assistance with in FY22:

Critical Hiring Incentive Program (CHI):
• A hiring incentive payment is a one-time payment for the hire of a prospective employee with critical skills and qualifications.
  • Hiring incentive payments may only be used for jobs and/or positions listed in the unit’s plan.
  • The incentive payment is paid as one lump sum; the employee is responsible for any repayment of incentive as outlined in the continuous employment requirements and repayment agreement.
  • Incentive payment may not exceed more than 10% of base salary. Funding for incentive comes from the employee's unit.

Critical Skills Incentive (CSI):
• The critical skills incentive payment is a one-time payment for learning new, critically needed employment skills and the achievement of specified certification or credential.
  • The incentive amount to be awarded. The award may be paid as a one-time lump sum payment not added to base either as a flat amount or a percentage of base salary. It does not become a part of the base salary. The max % that can be awarded without additional review/approval is 2% of an employee’s base salary. The review and approval of critical skill/certification for the retention program is done by GTHR.
Georgia Tech Staff Awards

All awards are now categorized as **Exceptional Performance** which come with monetary payments.

**Returning Awards**
- Excellence
- Leadership in Action
- Service to the Community
- Spirit of Georgia Tech (up to five offered)
- Rising Wreck

**New Awards for 2021!**
- One Small Step
- One Giant Leap

*Replaced*
- Creating the Next
- Process Improvement

hr.gatech.edu/staff-awards
Staff Awards Defined

• Excellence Award
  • Involved in transformative, larger scale efforts.
  • Achieves results that impact a large constituency of Georgia Tech employees.

• Leadership in Action Award
  • Effectively motivates, influences, and develops both groups and individuals to achieve Institute goals.
  • Inspires change or productivity in others.

• Service to the Community Award
  • Offers service above and beyond their formally defined job in order to meet the needs of others.
  • Engages in activities that help others within the Georgia Tech community or outside of the Institute.
Staff Awards Defined

• **Spirit of Georgia Tech Award (Up to 5 to be awarded)**
  • Possesses character and professionalism that make working at Tech better.
  • Demonstrates service excellence to all.

• **Rising Wreck Award**
  • Has been employed at Georgia Tech from 1 – 3 years.
  • Sees the bigger picture and is able to work independently or with others to produce results.

• **One Small Step/One Giant Leap Award**
  • Departmental/Individual v. Institute award
  • Consistently invents or improves tools, processes, or systems.
  • Frequently considers non-traditional approaches.
Georgia Tech Staff Awards

Timeline

- January 25 – Nominations open
- February 28, 11:59 p.m. – Nominations close
- By March 24 – Award winners notified
- April 15 – Award pick up/ Virtual celebration
Nomination Process

A complete nomination requires the following:

• Logging into InfoReady using your Georgia Tech login and password
• Completion of five to six application questions
• Submission of two letters of recommendation
  • Uploaded during nomination process by nominator
  • Submitted to references via InfoReady
Nomination Process

• View GTHR awards site and select applicable award.
• Select “Start the Nomination” at the bottom of each award.
• Enter InfoReady and download applicable questions.
• Select two references and determine how they will submit letters.
• Once ready, login to InfoReady and complete application process.

hr.gatech.edu/view-staff-awards
Best Practices for Compelling Nominations

1. Follow instructions.

2. Ensure your application is filled out completely. Check for any misspellings.

3. Get support. Split up the nomination questions with coworkers who are willing to help.

4. Avoid jargon and be sure to spell out acronyms. While you are familiar with your nominee’s work, more than likely the members of the selection committee won’t be.

5. Include measurable results. Numbers are powerful! Where appropriate, include measurable results that show how the nominee was able to save money, improve upon a process, saved time, increased staff morale, etc.
6. **Be descriptive in your nomination.** Try to write more than one-sentence answers for each question. Elaborate and prove to the committee why your nominee is the best person to win the award. Use adjectives. Think about the impact your nominee has had and what it would be like if your nominee had not done what they did for you to nominate them.

7. **Set up an awards committee on the division level.** Have representation from different departments to ensure one nomination per category.

8. **Assign someone to ensure application is completed.** Assign each nomination a “champion” to ensure application is completed properly.
   - Work with letter writers.
   - Ensure letters address awards criteria critical behaviors by discussing in advance with letter writers that they include key words in their letters.
After the Nomination is Submitted

• Share the nomination letters and questions with the nominee.
• Encourage nominee to incorporate into their self appraisal at the end of the year.
• Save winning nominations as examples for future years.
• Consider other opportunities nominee can be showcased:
  • Nomination to the Inclusive Leaders Academy
  • Inclusion in a department or Institute-wide committee
  • Award submission within another organization
  • Recognition within your department
2021 Staff Awards

hr.gatech.edu/staff-awards
Georgia Tech Staff Awards: Questions?