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## G.E.M. – Great Employee Moments

### Outline of Program

**Purpose:** To assist staff and administration in inspiring one another through individual recognition of workplace excellence examples. Informal types of recognition programs like this greatly assist in: staff retention, recruitment of new employees, validation of the incredible work that IVC staff performs, team cohesiveness, demonstrating to the community how much pride that IVC staff have in this institution.

**Methodology:** Great Employee Moments (G.E.M.s) are diamond-shaped paper awards that staff can give to one another as a form of appreciation. Human Resources initially disseminated samples of G.E.M.s for discussion at the Administrative Council meeting on 2/13/07. Department VPs are now able to order G.E.M.s for their departments as needed (contact reprographics) from their own budget. Every employee is eligible to give and receive G.E.M. awards. Any employee who receives at least one G.E.M. award throughout the calendar year can become eligible for the Grand G.E.M. prize drawing - which happens at the Seasonal Celebration in December. Employees who receive a G.E.M. award need only to take the paper award to HR and have it stamped, HR will track information for the drawing (employees can only be entered once, no matter how many G.E.M.s they received during the calendar year.)

#### **FAQs:**

##### ***What do I when I get a G.E.M.?***

Many people like to hang these types of mementos around their desk or workstation. The G.E.M. is yours to keep so feel free to display or store them however you prefer.

##### ***How do I give a G.E.M. to someone that I think did a great job?***

You may now click on the E-GEM icon on the main HR webpage to be directed to a fill form E-GEM which can be emailed to any IVC employee.

OR

Just get a G.E.M. from your department, fill in the information on the message line, and you can hand deliver or inter-office mail the gem. You are able to give a G.E.M. to any employee no matter what department, class, or status. Make it personal and /or dress it up if you like.

##### ***How do I get entered for the grand G.E.M. prizes at the end of the year?***

It's easy – HR will maintain a log on all E-GEMS sent. The recipient will automatically be entered into the drawing.

OR

Just go to HR and have the back of one of your G.E.M.s stamped anytime before the drawing.

The drawing will be held at the Employee Seasonal Celebration (December). You are only able to enter the drawing once no matter how many G.E.M.s you receive throughout the year. There will be several reminders and additional announcements about the prizes in November.

***Click Here***



***to send an E-GEM...***