



## REWARDS AND RECOGNITION PROCESS, GUIDELINES & FAQs

### ELIGIBILITY

Full-time CSU employees are eligible for nomination excluding Faculty and Executive level Administrators (Assistant Director and above)

### FAQS

- ☆ **Who can make a STAR nomination?**  
Anyone within the CSU community can make a nomination. Students, University employees, coworkers or supervisors. You cannot nominate yourself.
- ☆ **How do I make a STAR nomination?**  
Nomination(s) must be submitted on the nomination form. Give detailed, factual information and be specific about what makes your nominee(s) outstanding. Explain how nominee meets the STAR criteria.
- ☆ **Where can I get a STAR Nomination Form?**  
Nomination forms are available in the Office of Human Resources (ADM RM203) and on the HR Website (available February 1, 2010). Nomination forms must be delivered to the Office of Human Resources in a sealed envelope, interoffice mail, fax (773-995-2942) or by email to HR@csu.edu.
- ☆ **Is there a deadline for forms?**  
Nomination deadline is 5:00pm on the 27th of every month, excluding the month of December.
- ☆ **How will winners be notified?**  
Winners will be contacted by the OHR.
- ☆ **How many times can I win?**  
You can win up to 3 times a calendar year, once in each award category.
- ☆ **Are awards calculated on a calendar or fiscal year?**  
The award year is based on a calendar year: January – November

### REWARDS AND RECOGNITION – SELECTION PROCESS

- ☆ Only STAR nomination forms which are complete will be reviewed and considered for reward.
- ☆ The Rewards & Recognition (R&R) Committee may conduct informal interviews with the nominator to gather additional information on the nature of the nomination.
- ☆ Any nominations received after the deadline will automatically be carried over to the next period.
- ☆ Three recipients will be selected each month by the R&R Committee.
- ☆ Rewards will be presented at the beginning of the following month.

### RECOGNITION

- ☆ Cash awards in the amount of \$100, \$50, \$25
- ☆ Certificate of Appreciation
- ☆ Annual celebration of all award winners.