

Smeal College of Business
Staff Awards Program
Frequently Asked Questions

- What are the different staff awards?

- *The current staff awards are:*

- *Customer Service Award* - *This award honors a staff member who demonstrates exemplary service to others, internal or external to the unit and Smeal College of Business.*
- *RISE Above Staff Award*– *Integrity is a fundamental part of the culture. The Smeal Honor Code is a pledge that holds the community accountable for integrity and ethical behavior. It reads: “We, the Smeal College of Business community, aspire to the highest ethical standards and will hold each other accountable to them. We will not engage in any action that is improper or that creates the appearance of impropriety in our academic lives, and we intend to hold to this standard in our future careers.” The RISE Above award honors a staff member who shows ethical awareness and ethical decision-making, and demonstrates an on-going commitment to integrity and ethical behavior. This commitment can be demonstrated by proposing initiatives for implementation to promote integrity and ethical behavior, showcasing best practices, or leading and inspiring others to aspire to the highest ethical standards.*
- *Leadership Award* - *This award is to honor a staff member who demonstrates leadership, high standards of performance, and serves as a positive role model for others.*
- *Outstanding Staff Award* - *This award recognizes a staff member who consistently demonstrates loyalty, integrity, dedication and respect for the Smeal College, Penn State, and all people with whom he or she associates. The staff member is an employee who shows excellence in performance of responsibilities, professionalism, enthusiasm, creativity and innovation, continuous professional development and has the willingness to provide assistance where needed.*
- *Staff Sustainability Award* - *This award honors a staff member who shows extraordinary sustainability leadership. This leadership can be demonstrated by reducing resource use within the Business Building, by proposing initiatives for implementation, showcasing best practices, or leading and inspiring others to achieve notable sustainability results.*

- Who is on the Staff Award Committee?

- *The staff award committee is to include: A representative from OHR, all award recipients from the prior year, a Staff Advisory Committee member, a faculty member, and an academic administrator.*

- *A listing of previous award recipients is available at:*

- <https://intranet.smeal.psu.edu/human-resources/staff-resources/awards>

- Is there any criteria to nominate an employee for a staff award?

- *The nominee must be a full-time or part-time Smeal College of Business staff employee.*
 - *Faculty and academic administrators are not eligible to receive a staff award.*
- *The nominee must have at least one (1)-year of service with The Smeal College of Business.*
- *The nominee must not be a current member of the Staff Award Committee.*

- Who can submit a nomination?
 - *Smeal College of Business Academic Administrators, Faculty and Staff employees may submit a nomination for the Smeal College Staff Awards. Colleagues outside of Smeal, will not be eligible to submit a nomination.*

- When and how do I submit my nomination(s)?
 - *The Dean will send out a formal announcement approximately 3-months from the date of the Annual Staff Recognition Luncheon; seeking nominations. There will be a link provided, that will direct you to the online nomination form.*

- May I nominate more than one staff employee?
 - *Yes, you may nominate as many different staff, as you'd like. There is no limit for how many different nominations you submit.*

- Can a staff member be nominated for various awards?
 - *Yes. A staff member can be nominated for more than one award in a given year.*

- Are nominees notified when they have been nominated?
 - *Yes. Prior to the Staff Recognition Luncheon, OHR will notify all the award nominee's to inform them that they are a candidate.*
 - *However, nominees will not be notified of which specific award.*

- Are nominees' supervisors notified when their staff have been nominated for an award?
 - *Yes. Prior to the Staff Recognition Luncheon, OHR will notify all the award nominees' supervisors to inform them that one of their staff members has been nominated for one of the awards.*
 - *Supervisors are not aware of which specific award.*

- Will my nomination remain confidential?
 - *Yes. All nominations are kept confidential. Nomination information is only discussed amongst the selection committee.*
 - *Only exception: When you provide and enter a reference(s) information in the online nomination form – the reference(s) will receive an email stating you (nominator) has nominated (nominee's name) and for which specific award.*

- Are references required with my nomination submission?
 - *It is highly recommended that you submit reference information.*
 - *In the online nomination form, we provide space for up to two (2) references. We ask for name and an email address.*
 - *References will receive an email notice just simply stating that they have been listed as a reference by (nominator's name) on behalf of (nominee's name) for an award. The email notice also states that the selection committee **may** be in contact, if additional information and/or a reference is required.*
 - ***If references are not provided** at the time of nomination submission and it has come down to the point where references need to be verified – the selection committee will reach out to the nominator and ask that references be provided. If at that time - references still cannot be provided, this may/may not deter the committee's selection of the award recipient.*
 - *References may not always be contacted.*

- When will the recipients be announced?

- Recipients will be awarded their award and announced formally at the Smeal College of Business, Annual Staff Recognition Luncheon. The luncheon is held in the Spring.

****Please contact Tina Hall (tas30@psu.edu), if you have any additional questions.**