*P*raising *R*esults *I*nnovation *D*edication and *E*xcellence

William Paterson University employees are caring, creative and committed and we want to recognize the outstanding contributions and exceptional efforts of our staff. The WP P.R.I.D.E Staff Excellence Awards Program will recognize and reward the outstanding professional service of University employees who go above and beyond to advance university goals through extraordinary personal efforts, contributions, commitment or innovation. *

The program will recognize employees who:

- WP Show extraordinary concern for students' or co-workers' needs and respond with swift and appropriate action.
- WP Strive to resolve conflict or challenges with poise, tact and professionalism.
- WP Consistently develop and maintain strong connections with customers and/or colleagues.
- WP Exhibit qualities that contribute to a positive environment of respect, collaboration and quality performance.
- WP Develop creative improvements which elevate the quality or efficiency of the customer experience.

Virtual Medals https://wppride.teamphoria.com

All full time employees and faculty can access the WP P.R.I.D.E Teamphoria site via computer or smart phone to give another WP employee a virtual medal for a job well done. **

- Recognize a William Paterson employees with a Silver, Gold, Platinum or Group digital recognition.
- The William Paterson community will be able to view each entry through a real time activity feed streamed to monitors throughout the campus, or accessed through any computer or smartphone.
- Medal winners will be considered for monthly *CARES and PIONEER Awards and the final WP P.R.I.D.E Award winner(s).*

Signing in for the first time

You will receive an e-mail invitation from Teamphoria containing the following URL: **https://wppride.teamphoria.com** **Login with your WPUNJ e-mail address and create a unique password (not the password you use to log in to other WP systems.** If an error occurs, use the password reset button, and login with a new password.

View your feed. Once you've successfully logged in, you'll be brought to your Activity Feed. Congratulations, you're in! Time to start exploring new features!

2. Update your profile

In the top left corner, click on the Teamphoria balloon wearing a top hat which is serving as a placeholder for your profile photo. This will bring you to your individual profile page.

To **upload a profile photo**, hover over the Teamphoria balloon until you see the Edit Photo button appear. Click on the button to view the photo uploader. From here, you can choose an existing photo or take a photo to serve as your profile photo. Once you are set, click Select Photo to save.

Next upload a cover photo, by hovering over the background image until you see the Edit Cover Photo button appear. Click on the button to view the photo uploader. From here, you can choose an existing photo or take a photo to serve as your profile photo. Once you are set, click Select Photo to save.

Update your personal information by clicking on the About tab directly underneath your photos. Fill in your contact & work information, interests, and favorites
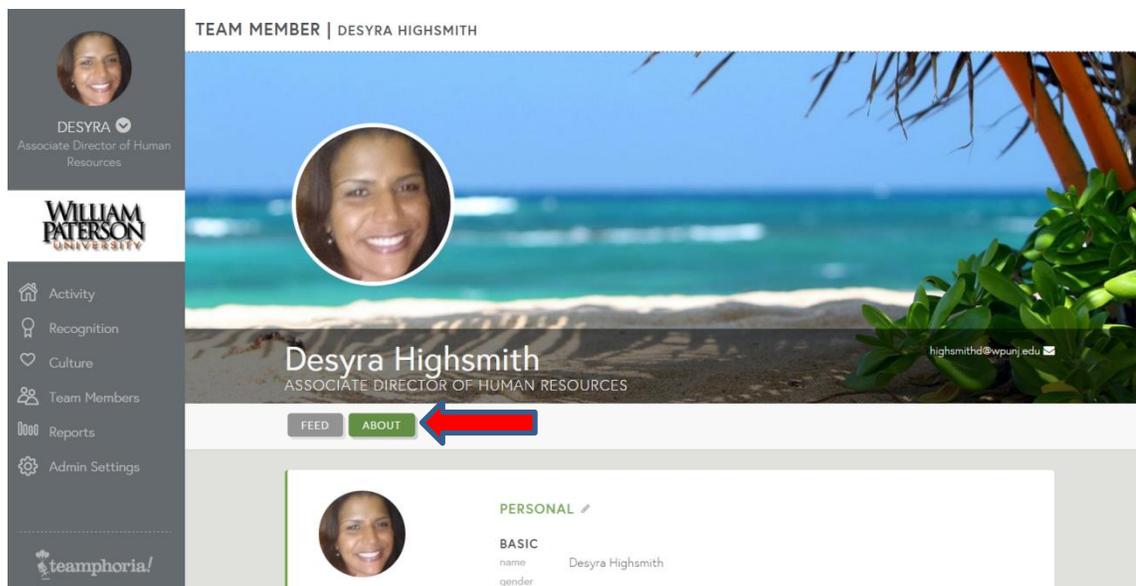
How to Give a MEDAL: *1.Click on either Recognition or the Give a Medal button.*
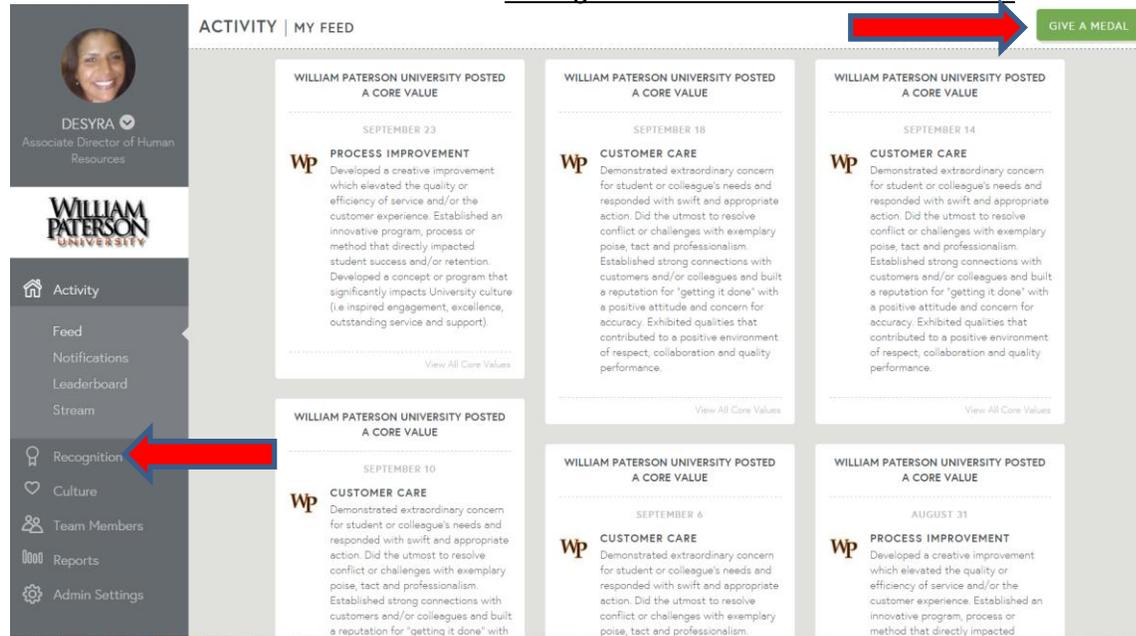
2. Enter the name or e-mail address of the employee you want to acknowledge

3. Click on the Medal you would like to give; Silver, Gold, Platinum or Group

There are lots of awesome people at **William Paterson University**. Tell them they've done a good job!

KNOW SOMEONE WHO'S DONE AN OUTSTANDING JOB LATELY?

☐ Send this on someone else's behalf

THE AWESOME INDIVIDUAL(S)

ex., Nikola Tesla or nikola.tesla@inventions.com

Group	Silver	Gold	Platinum
2 of 2	30 of 30	4 of 4	1 of 1

THIS PERSON IMPACTED:
Select one...

WHAT CORE VALUE DID THEY DEMONSTRATE?
Select one...

View core values

4. Enter the person impacted from the drop down; Me personally, My Team or the Organization (University), and select which Core Value was demonstrated in the act; Service Excellence or Process Improvement

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KNOW SOMEONE WHO'S DONE AN OUTSTANDING JOB LATELY?

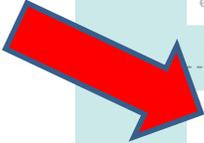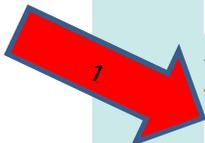☐ Send this on someone else's behalf

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ex., Nikola Tesla or nikola.tesla@inventions.com

Group	Silver	Gold	Platinum
2 of 2	30 of 30	4 of 4	1 of 1

1

THIS PERSON IMPACTED:
Select one...

2

WHAT CORE VALUE DID THEY DEMONSTRATE?
Select one...

View core values

5. Enter a description of what the individual did to deserve the medal. Add a personalized note which will only be sent to the recipient. Click on the Give a Medal button to send.

Medal recipients will be considered for the following recognitions and rewards:

CARES Award Recipients: (several recipients monthly)

✓   Demonstrate extraordinary concern for student or colleague needs and responded with swift and appropriate action.

✓ Do the utmost to resolve conflict or challenges with exemplary poise, tact and professionalism.

✓ Establish strong connections with students, customers and/or colleagues and built a reputation for "getting it done" with a positive attitude and concern for accuracy.

Winners Receive:

- Official William Paterson WP P.R.I.D.E Certificate of Excellence- Signed by Department Head (VP or Provost)
- $25 Credited to Pioneer Express Card
- Cupcake celebration for team at which Department Head presents certificate
- Recognition in E-Focus newsletter and on University website

PIONEER Award Recipients: (several recipients monthly)

- ✓ Develop a creative improvement which elevated the quality or efficiency of service and/or the customer experience.
- ✓ Establish an innovative program, process or method that directly impacted student success and/or retention.
- ✓ Develop a concept or program that significantly impacts University culture (i.e inspired engagement, excellence, outstanding service and support).

Winners Receive:

- ▪ Official William Paterson **WP P.R.I.D.E Certificate of Excellence**- Signed by President Waldron
- ▪ $50 Credited to Pioneer Express Card
- ▪ Breakfast (bagels, muffins, coffee) for team at which The Department Head presents signed certificate to winner(s) in front of team.
- ▪ Recognition in E-Focus newsletter and on University website
- ▪ Recognition at luncheon where University Cabinet members recognize PIONEER Award winners
- ▪ Consideration for WP P.R.I.D.E Award

WP P.R.I.D.E Award

One Individual or Team Selected in May

WP P.R.I.D.E Award –The single contribution which has the most long lasting and deeply impactful effects on the sustaining spirit of the institution will be awarded in May, 2015 and selected from among the PIONEER award winners. The winner's contribution will have:

- ✓ Epitomized commitment to going above and beyond to contribute in ways that advanced the University's Strategic Plan or Strategic Goals.
- ✓ Implemented an enduring contribution that exemplifies creativity in problem solving, excellence in customer care and increased efficiencies resulting in savings of time, resources and finances.

Winners Receive:

- ▪ Recipient(s) awarded at commencement ceremony by President Waldron
- ▪ Specially engraved trophy
- ▪ $100 Gift Card
- ▪ Special recognition in E-Focus newsletter and on University website

*Acknowledgements and awards received through the WP P.R.I.D.E. Staff Excellence Awards Program are not associated with any employee performance review process and do not impact annual evaluation results.

**The intended purpose of the Teamphoria tool is to recognize and acknowledge colleagues for excellence. This tool shall not be utilized for practices outside of this purpose. This program will be compliant with all applicable University Policies including the New Jersey State Policy Prohibiting Discrimination in the Workplace and with applicable sections within the Information Technology Polices.