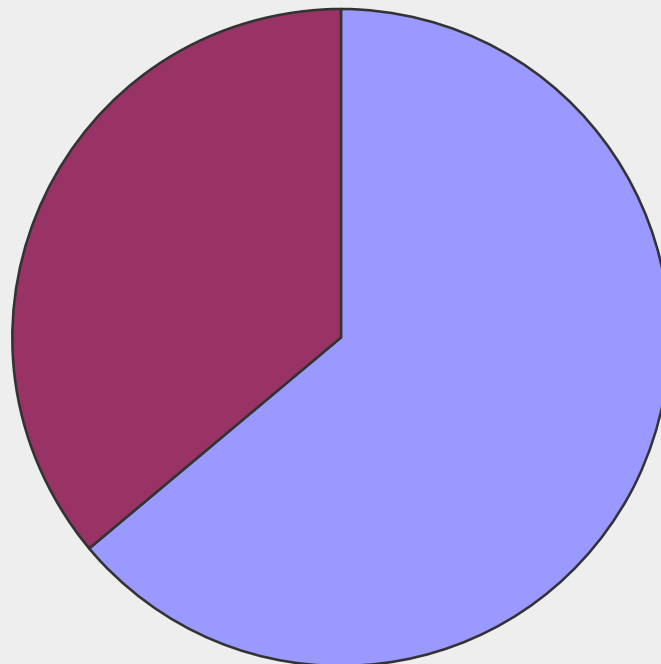


SEAS Employee Council Rewards & Recognition Survey – Question 1

Do you feel it is important to make the nomination letters and supporting materials for Rewards and Recognition anonymous by whiting out the names?

Answer Options	Response Percent	Response Count
yes	63.9%	39
no	36.1%	22
<i>answered question</i>		61
<i>skipped question</i>		2

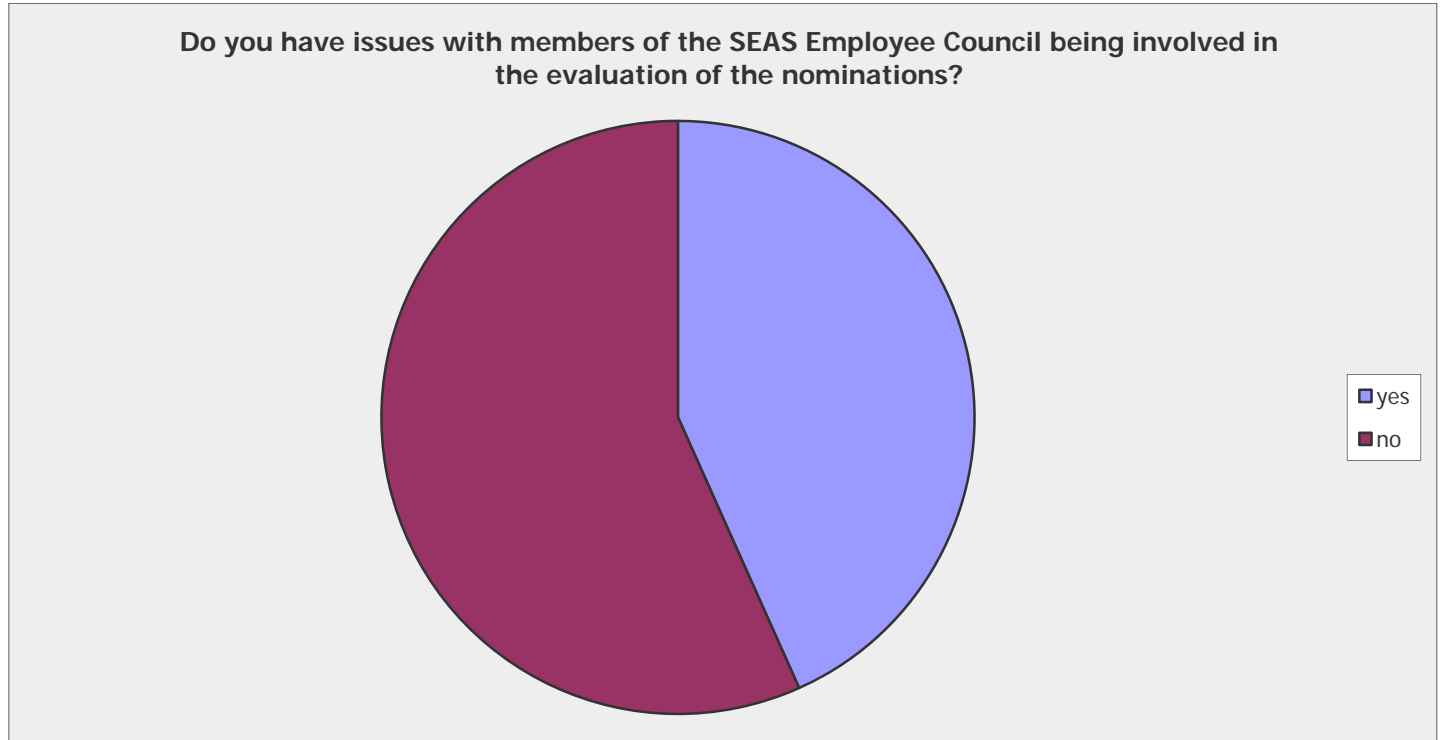
Do you feel it is important to make the nomination letters and supporting materials for Rewards and Recognition anonymous by whiting out the names?



■ yes
■ no

SEAS Employee Council Rewards & Recognition Survey – Question 2

Do you have issues with members of the SEAS Employee Council being involved in the evaluation of the nominations?		
Answer Options	Response Percent	Response Count
yes	43.3%	26
no	56.7%	34
<i>answered question</i>		60
<i>skipped question</i>		3

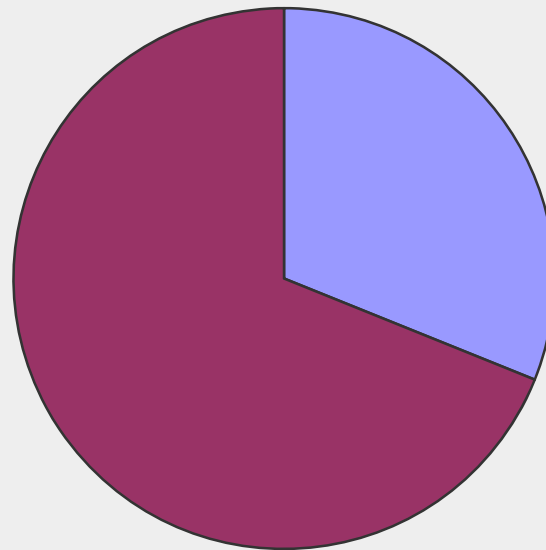


SEAS Employee Council Rewards & Recognition Survey – Question 3

Do you agree with the way award amounts were divided up last year, with three levels of awards? The levels included one overall winner (\$2000), 4 second top winners (\$1000 each) and 10 additional winners (\$500 each)

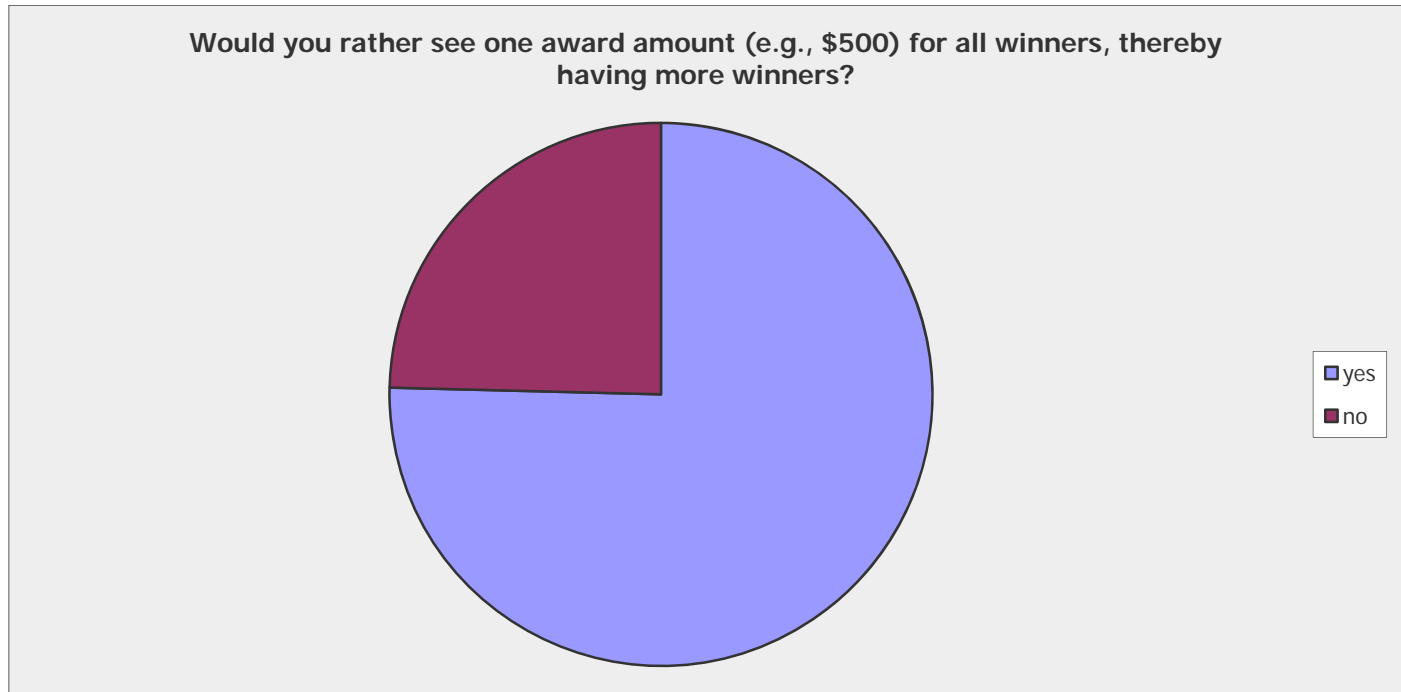
Answer Options	Response Percent	Response Count
yes	31.1%	19
no	68.9%	42
<i>answered question</i>		61
<i>skipped question</i>		2

Do you agree with the way award amounts were divided up last year, with three levels of awards? The levels included one overall winner (\$2000), 4 second top winners (\$1000 each) and 10 additional winners (\$500 each)



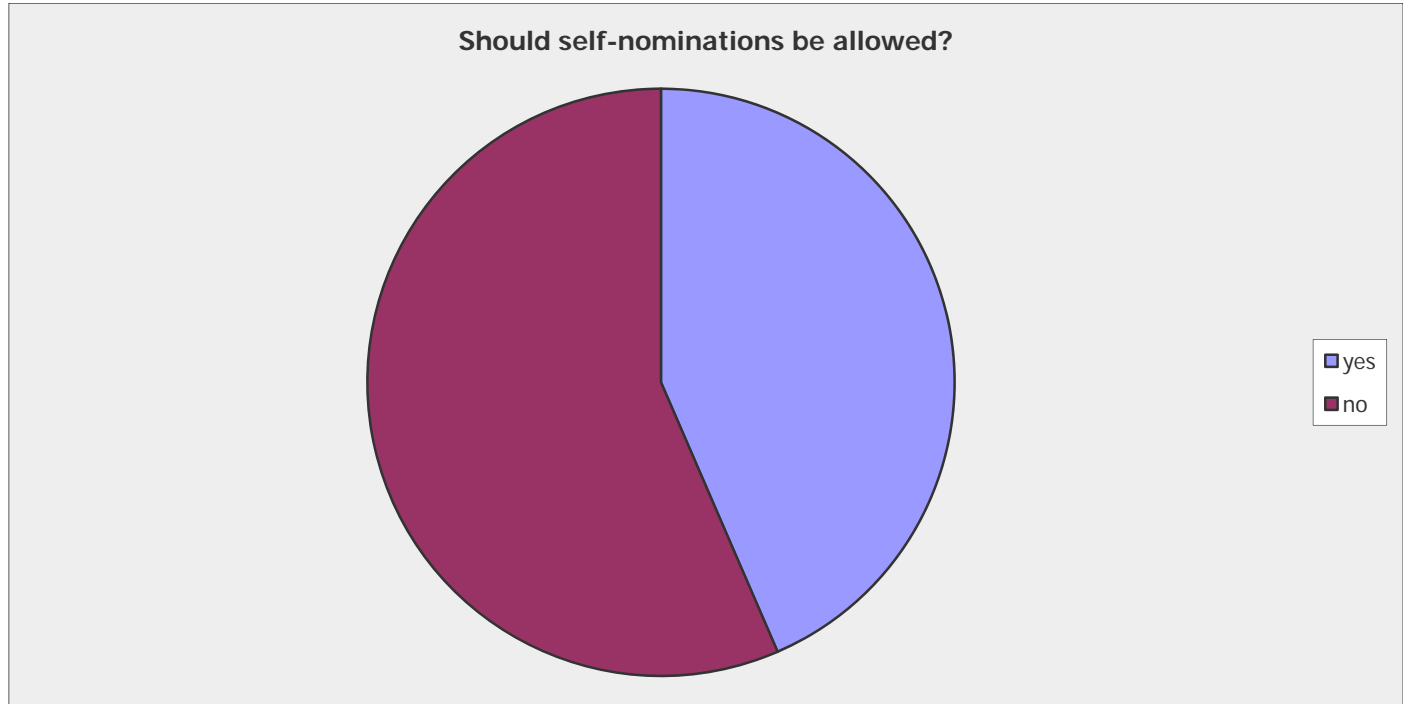
SEAS Employee Council Rewards & Recognition Survey – Question 4

Would you rather see one award amount (e.g., \$500) for all winners, thereby having more winners?		
Answer Options	Response Percent	Response Count
yes	75.4%	46
no	24.6%	15
<i>answered question</i>		61
<i>skipped question</i>		2



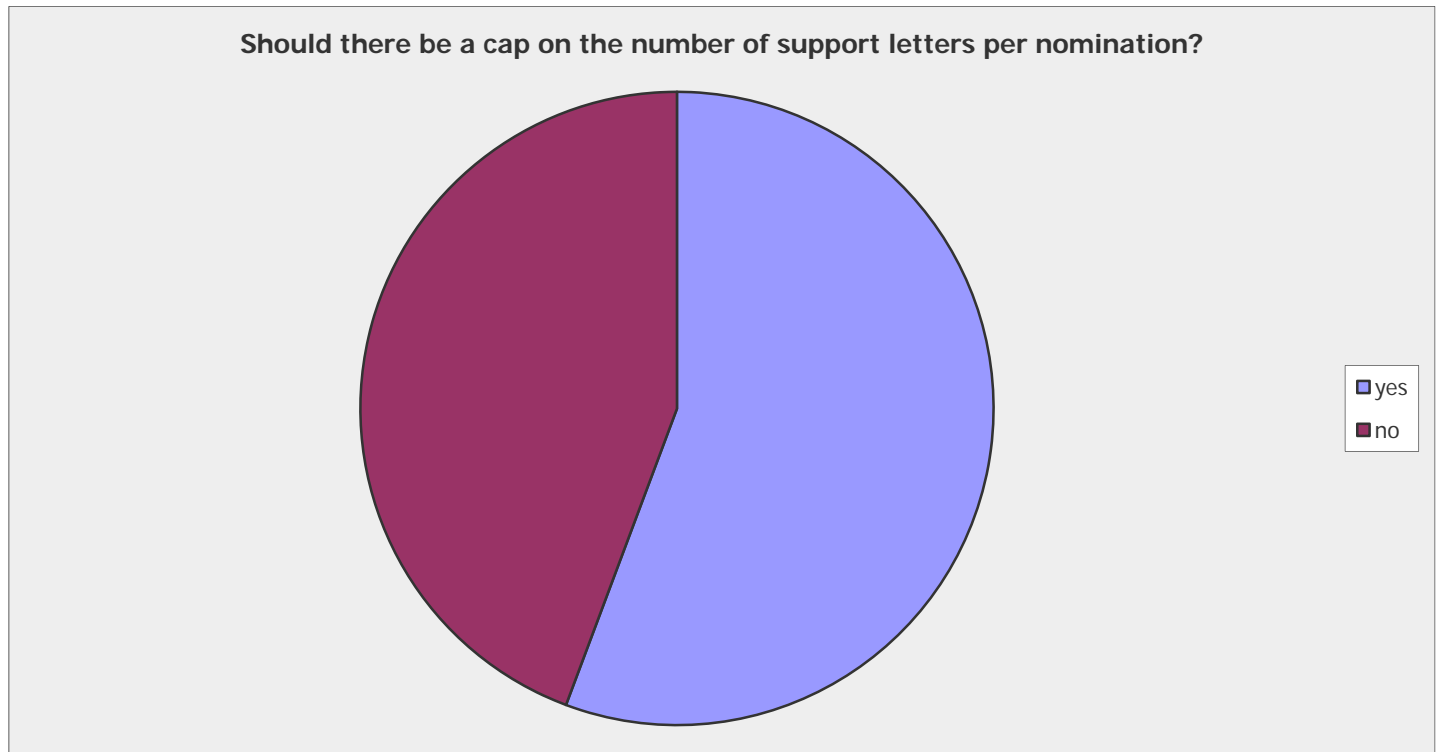
SEAS Employee Council Rewards & Recognition Survey – Question 5

Should self-nominations be allowed?		
Answer Options	Response Percent	Response Count
yes	43.5%	27
no	56.5%	35
<i>answered question</i>		62
<i>skipped question</i>		1



SEAS Employee Council Rewards & Recognition Survey – Question 6

Should there be a cap on the number of support letters per nomination?		
Answer Options	Response Percent	Response Count
yes	55.7%	34
no	44.3%	27
if yes, how many? (enter a number)		34
<i>answered question</i>		61
<i>skipped question</i>		2



SEAS Employee Council Rewards & Recognition Survey – Question 7

Please add other thoughts you have about the Rewards and Recognition process.		
Answer Options	Response Count	
	25	
<i>answered question</i>	25	
<i>skipped question</i>	38	
Number	Response Text	
1	thanks.	
2	Could we call it something like, "SEAS Outstanding Contributor of the Year" or something like that so folks can put it on our resume if they win.	
3	After not receiving a raise in 3 years, I think it would be nice to divide the money equally among all staff in SEAS. I think this would boost morale.	
4	I recommend only one person, the employee's supervisor, nominate their employee for this award. There shouldn't be a contest to get as many nominations as possible to be recognized.	
5	I think it great to be recognized by your peers.	
6	Self nominations should be designated as such; it is relevant that supervisors or others that work w/ that employee did or did not support or nominate. It is possible self nominator would have support ltr from supervisor/co-worker. Support Letters from supervisor or dept chair should be considered important, i.e. contrast to some self-nomination extolling their own contributions. The number of support letters depends on person's impact on others, DO staff report to a number of depts; where dept staff may only have 2-4 letters: 2,3-5, 7 Allow for option that supervisors or others who wish to submit confidential letter to Deans Aylor/Thurneck (eg negative or non-support) could do so without the Employee Council members to see such negative info. Consequently, the support letters associated with names likely do not pose problems -- knowing the candidate name facilitates the comm members discussing cases. It is expected that confidentiality would be maintained -- we do that in our jobs; it is understood that is not always true.	
7	Totally unfair to staff members who do not have a willing superior or a superior with excellent writing skills	
8	https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-006	
9	I don't care for the process used last year. It does not help staff morale in this time of salary freezes to see less people receiving awards (especially larger awards). There were many others that probably worked equally as hard and showed as much dedication, but were not nominated because they didn't feel comfortable nominating themselves and didn't work with someone who had the time or inclination to make a nomination.	
10	There has to be a way to reward people for the right things. The people who take care of the day to day activities and really keep the departments going need a boost too... not just the ones who fall into the special assignments or whose boss can write the best letter. I say give the Chairs a list of their staff and ask them to give everyone something, based on their value to the TEAM. There is too much looking out only for one's self. Someone who shows up every day and does what is asked of them is much more valuable than someone who can plan one event or go to a class once a year. Then, everyone needs to keep their business to themselves and not share what they got with everyone else. The facts are, it is a reward. And, no matter how it is done, it is done with the best intentions. So, even though I have said these things, I also very much appreciate the thought and the effort that goes into implementing the program.	
11	How about 4 winners at \$1000 each and 14 second place winners at \$500 each. Do away with the \$2000 prize. This way you have more top winners and more second place winners.	
12	I don't have a problem with people being recognized for their contributions. I think it is a sad state when a small number of employees determine what is best for all. Recognize employees, give them awards and recognition. It is a difficult economy and any way that recognizes true contributions should be used.	
13	Although the names are "whited out", it can be obvious who the nominees are based on what their job duties are and where the support letters are from. I just don't think staff members should be deciding which staff members get awards.	
14	R&R is great but it's no substitute for real raises!	

15	<p>Clear guidelines should be established for nominations to include reasons for the nomination and/or refer directly to the nominee's strengths and talents pertaining to their job. Clear guidelines should be established and published for all SEAS classified/university employees to understand how nominations will be reviewed and what criteria will be used to decide winners. Guidelines should not be changed after nominations have been submitted. If selection committee is divided into groups then all the groups should be using the same guidelines and criteria for recommending winners. Winners' names should be published but not necessarily the reason for winning an award. Eligibility requirements should be established for nominees.</p> <p>What constitutes a nomination? Is it a letter? Is it a form? Is it a memo signed by 40 people like a petition?</p>
16	<p>1) Winners names should be kept confidential. Publishing the names causes friction between coworkers.</p> <p>2) If there are award levels like last year, then the criteria for each level needs to be known so people will know why people were chosen for the different levels. Last year, it was unclear why people were singled out and given more money.</p> <p>3) Self-nominations should not be the sole nomination for a person to receive a reward. There should be accompanying nominations from the person's supervisor, coworkers, etc. because these rewards are given to employees who have done something for the good of the engineering school.</p>
17	<p>Perhaps whatever money there is could be divvied up among all eligible staff. It was painful last year to have whatever joy there might have been in winning so undermined by the undercurrents of resentment and jealousy. Just not worth it.</p>
18	<p>I have discussed last year's Rewards and Recognition process with members of the SEAS Employee Council, and I was told that the quality of the writing in the nomination played a significant role in the selection process. I strongly urge you to set up a learning session for staff in the art of writing a Rewards and Recognition nomination. This would put staff who write nominations on more equal ground with faculty who are writing nominations. I recommend that you get someone like Kay Neeley from STS to lead the session. Thanks for soliciting our feedback.</p>
19	<p>I don't believe that support letters should be limited; however I believe that the number of letters should equal to the value of "ONE" good letter. Those that get numerous nominations basically have petitioned their own votes. With those votes it appears that they're they most eligible. That's not necessarily the case in those very hard workers, that are the quiet workers behind the scene. They're the ones that should be recognized by their own supervisor not by their peers alone.</p>
20	<p>One email is minimal "Recognition." There must be other agreeable ways to acknowledge the accomplishment. How about a nice luncheon? The "Rewards" are much appreciated!</p>
21	<p>This more of popularity contest. Friends vote for friends. Bosses vote for their employee. I say give each employee in SEAS \$5 and call it a day!</p>
22	<p>Maybe have some type of template reference letter form that is standard for all nomination support letters. I was one of the SEAS Employee Council members reviewing the support letters last year. It seems like the better the support letter was written the higher the ratings were for the candidate.</p>
23	<p>With the budget cuts and no increased pay, it would nice if more than just three people could win something.</p>
24	<p>Take the amount awarded to SEAS and divide it by # of classified staff = everyone has earned an award</p>
25	<p>This is a process that does not have any bearing on the performance of the employee. It only depend on how many people in your department like you or not, even if you are doing nothing. The person getting the award does not only mean they are deserving of the award, but the professors likes him/her best for whatever reason</p>