

## STAR! RECOGNITION GUIDE FOR EMPLOYEES

**STAR!** is your destination for recognizing great work at Humber. The web site and the tools on it are easy and intuitive to use. So dive in and explore. Here are a few tips to help you get the most of your experience.

### **GIVE OFTEN**

#### **Appreciate everyday effort with eCards**

Appreciate those who make a difference every day at Humber by sending a quick, creative eCard. Simply choose the one you like from our library of great designs, add a few words describing what specifically impressed you, and send it off! You can even attach your recognition to one of Humber's values!

### **RECEIVE OFTEN**

#### **Track Your Recognition History**

In My Account, you can see at a glance the recognition you've given and received and your profile, from which you can customize your personal settings. Options include editing your preferred name, uploading a photo to display next to your name on the Wall of Fame, or opting out of sharing your recognition publicly.

### **Check out Wall of Fame**

Wall of Fame, our social sharing billboard, showcases who's being recognized at Humber in real time and why. You can "like" their accomplishments and add your own note of congratulations.

### **Try the free mobile app "Great Work!"**

You can download "Great Work" today from the App Store, Google Play or Blackberry App World. After you download the App, login to your account on the [appreciatehub.com/humberstar](http://appreciatehub.com/humberstar) website and obtain your pairing code through the "My Account" tab.

### **GIVE. RECEIVE. REPEAT.**

## APPRECIATION IS AS EASY AS 1-2-3

Did a team member go above and beyond on a project? Know someone who consistently pitches in? Get good at noticing the efforts, big and small, that happen at Humber every day.

**APPRECIATE FREQUENTLY.** The more you look for opportunities to recognize great work, the more great work you'll see. A good rule of thumb is to appreciate colleagues at least once a week.

1

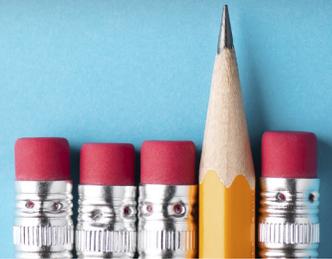


2

**KEEP IT TIMELY.** Don't let the moment pass, or save up your recognition for once a year. People need to hear "thanks" at work often—not just for major achievements, but also for small accomplishments along the way.

**BE SPECIFIC.** Tell someone precisely what impressed you and how it connects to our vision and guiding principles. It lets them know you really noticed their efforts, and reinforces what we value at Humber.

3



## FREQUENTLY ASKED QUESTIONS

### When should I send an eCard?

eCards are quick, on-the-spot ways to express appreciation every day. When someone makes your day, has a birthday, gives a project an extra bit of effort, inspires the whole team, or simply deserves acknowledgment, say "thanks" by sending them a quick eCard.

### I'm already so busy. How do I find the time to recognize?

Schedule time on your calendar each week to send eCards to team members who have impressed you. Having trouble finding the right words? Keep it simple. A few words of thanks describing the achievement and why it matters are all it takes.