



STAR! RECOGNITION GUIDE FOR LEADERS

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 lead this important initiative.

GIVE OFTEN

Appreciate everyday effort with eCards

Appreciate those who make a difference every day at Humber by sending a quick, creative eCard. These virtual thank-you notes are a great way to create value, connections, and inspiration. 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!

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 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.

Take advantage of your leader's Toolbox

Take advantage of your Leader's Toolbox, including reports that help you view the Top Recognizers on your team. See who might benefit from a little boost of appreciation, if warranted, and learn tips and tricks to help you celebrate your employees.

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 website and obtain your pairing code through the "My Account" tab.

GIVE. RECEIVE. REPEAT.

APPRECIATION IS AS EASY AS 1-2-3

Set the tone for appreciation by being a frequent recognizer yourself. Employees look to you to lead the way, and your appreciation is not only meaningful on a personal level, it sends a signal to the whole team about what we value at Humber.

GREAT LEADERS APPRECIATE FREQUENTLY.

Research shows that 79 percent of employees who quit their jobs say they didn't feel appreciated at work. Show your appreciation often—a good rule of thumb is at least once a week.



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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. Make sure employees feel you are recognizing their work specifically. Include details, highlight why the achievement matters, and underscore how it impacts the team, a student, a colleague or Humber College.



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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, 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.