

# Introducing TriHealth's Living Our Values Award

The TriHealth Living Our Values Award honors exceptional non-management team members who embody our SERVE values, go the extra mile and inspire us all in the process. The award is intended to:

- Drive team member engagement
- Provide a regular, visible way to recognize team members
- Exemplify to others the kinds of behavior that are consistent with TriHealth's mission and values
- Assist in TriHealth's journey to become a High Performing Organization and a great place to work by promoting a sense of ownership in the system

**Nominate team members for their outstanding achievements that exceed normal expectations of performance starting April 4, 2018!**

## How do I access the Living Our Values Award nomination?

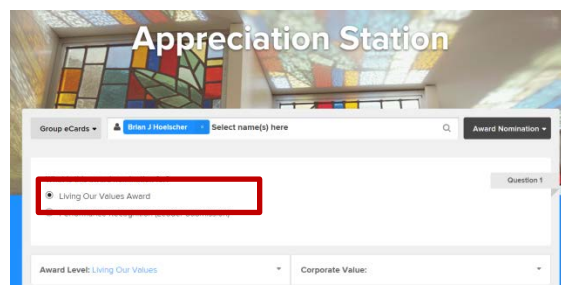
- [TriHealth.com/appreciationstation](http://TriHealth.com/appreciationstation)
- On LinkNet under QuickLinks > Appreciation Station (Or HR Central>Quick Picks)

## Login Instructions:

- Username: nt\_trihealth\your TriHealth network username
- Password: Your TriHealth network password

## Steps to recognize team members:

1. **Select Nominee** - Select "Name(s) here" and enter the name of the team member you would like to recognize.
2. **Select Recognition Tool** - Click drop down to select "ecard" or "Award Nomination". Select "Award Nomination".
3. **Select Nomination Award type** - Select radial button indicating "Living Our Values Award."



4. **Align to SERVE Values** - Select the appropriate corporate value demonstrated by the team member using the drop down next to "Corporate Value".
5. **Complete first prompt** - "Please describe how this individual has demonstrated the SERVE values."
6. **Completed second prompt** - Provide additional details in the section with the question, "Please describe why your nominee deserves this award. Include the team member's contribution, demonstration of SERVE behaviors, initiative, program, project, and/or activity and how this outstanding achievement exceeds normal expectations of performance."

## To review and verify the Nomination of a direct report (Management Only):

1. **E-mail Verification** - You will receive an Appreciation Station email notifying you if a direct report has been nominated for a Living Our Values Award. You will need to access Appreciation Station to bring up a list of pending approvals. (Click on the [Living Our Values](#) link to verify)

date submitted	nominee	nominator	program	award
01/25/2018	Keith Marsh	Brian Hoelscher	Performance Recognition	Living Our Values
01/19/2018	Keith Marsh	Brian Hoelscher	Performance Recognition	Living Our Values
01/19/2018	Josephine Myers	Brian Hoelscher	Performance Recognition	Living Our Values

2. **Review Nomination** - Review the reasons for nomination and add a personalized thank you note to the nominated direct report. You will then need to either **approve** or **decline** the nomination.

Add a personalized thank you note:

0 of 1000 characters [Check Spelling](#)

Mark this nomination as:

Approved  Declined  Pending (No Action) [Transfer](#)

[Submit Nomination](#)

**Note:** Be sure that the team member meets the eligibility requirements

- Employed by TriHealth for at least 120 days (past probationary period)
  - In good standing with Human Resources (no performance counseling in past 12 months)
  - Nominated by another team member (no self-nominations accepted)
  - Not already selected as a winner this fiscal year
3. **SOAR Site Committee Selection** - After you have approved a team member for the Living Our Values Award, the award nomination is sent to the appropriate Site SOAR Team to review and select that quarter's business unit winner. Once winners are selected, they will be notified by the SOAR Reward and Recognition Council and arrangements will be made for them to receive their award.