# How to Make a

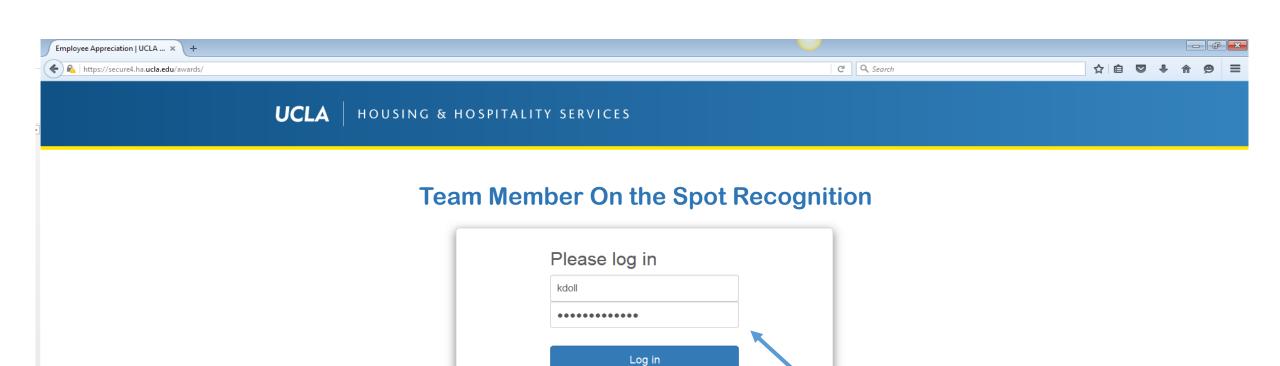


# Nomination

# Go to:

To access the Hats Off application, go to a blank webpage and type in: awards.ha.ucla.edu

awards.ha.ucla.edu

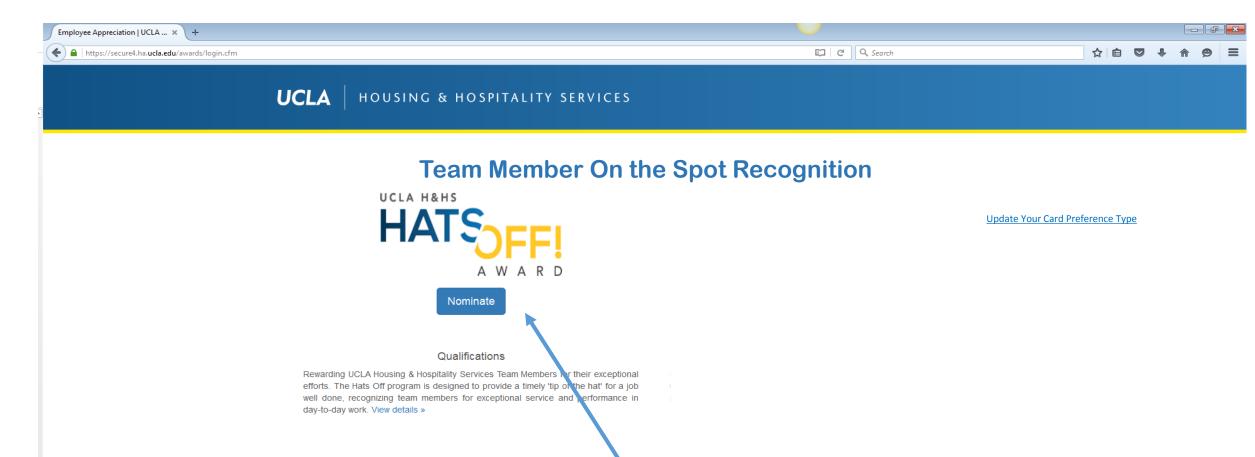


Down for maintenance. Updates in progress.

Employee Appreciation | UCLA Housing and Hospitality Services

## Type in your HHS User Name and Password.

This is the username/password you use to login to your computer (not outlook).



To nominate someone for Hats Off recognition, select the "Nominate" button under the Hats Off Logo.



### UCLA HOUSING & HOSPITALITY SERVICES



Nominate

#### Qualifications

Rewarding UCLA Housing & Hospitality Services Team Members for their exceptional efforts. The Hats Off program is designed to provide a timely 'tip of the hat' for a job well done, recognizing team members for exceptional service and performance in day-to-day work. View details ×

#### Hats Off Employee Recognition Program Summary

Rewarding UCLA Housing & Hospitality Services Tea. Members for their exceptional efforts. The Hats Off program is designed to provide a timely 'tip of the hat' for a job well done, recognizing team members for exceptional ervice, commitment, or performance in day-to-day work. Award recipients are eligible to receive a non-cash award valued at \$75 in the form of a gift card to one of three retailers. Some frequently asked questions are below:

Below are a few examples of situations for which award-worthy actions could be recognized:

- . Working well with others to meet an important deadline
- . Setting a good example for peers to follow
- . Going above and beyond expectations
- Demonstrating reliability or perseverance on a particular task or project
- . Developing a new task or tool to improve efficiency
- · Providing excellent service to residents or guests

#### Basic Requirements

Nominations should be detailed whenever possible. Recognition may be given individually or to a group of team members.

The Hats Off program should not be used to recognize efforts to improve safety and prevent injury or illness. These nominations should instead be submitted to the H&HS Safety On-the-Spot Award Program.

<u>Update Your Card Preference Type</u>

To view the FAQs of Hats Off, you would select "View details".

To close the FAQs for Hats Off, you would select "View Details" again.

4/21/2016

-5

## UCLA HOUSING & HOSPITALITY SERVICES



# If you are unsure of your nominee's department, search here before going to the Nominations page. Last Name of Nominee: Submit Number of nominations 1 Within your department Out of your department Next

If you do not know which department the Nominee works in, you can search by Nominee's Last Name.

Decide if you want to nominate one or more people and decide if the individuals are within or outside of your department. Once the decisions are made, select "Next"



# Name Search

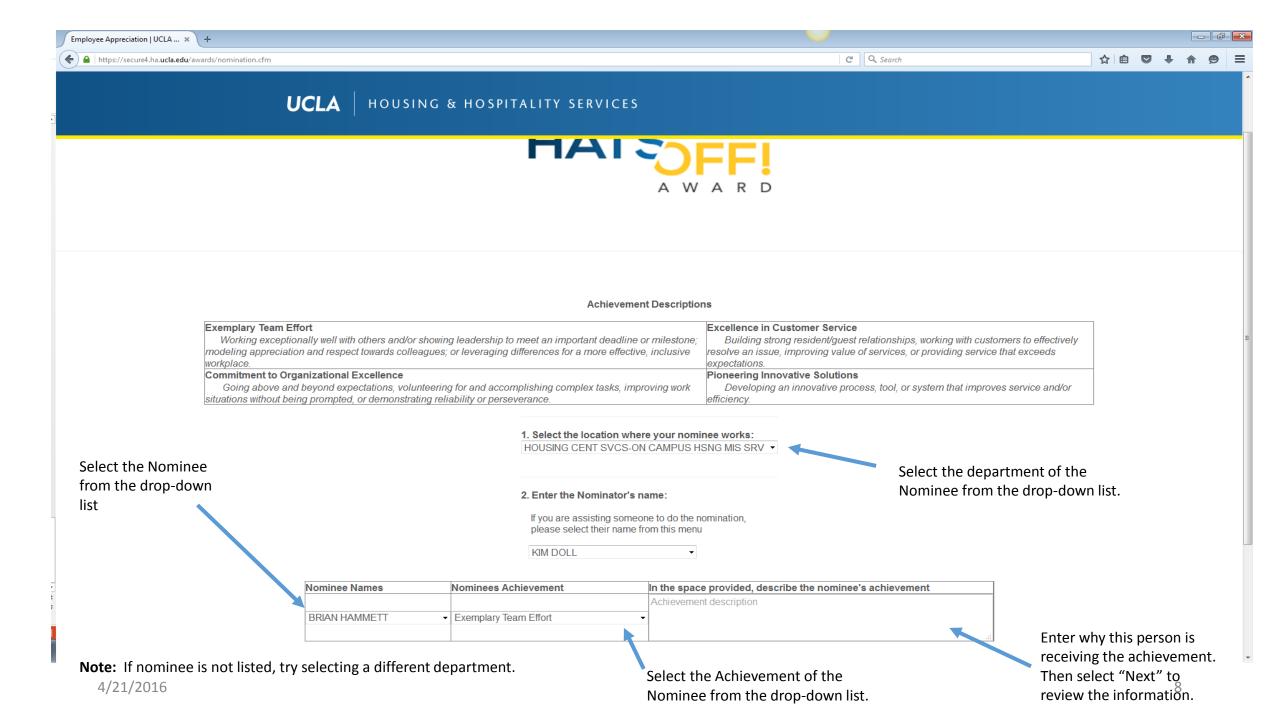
VALERIE

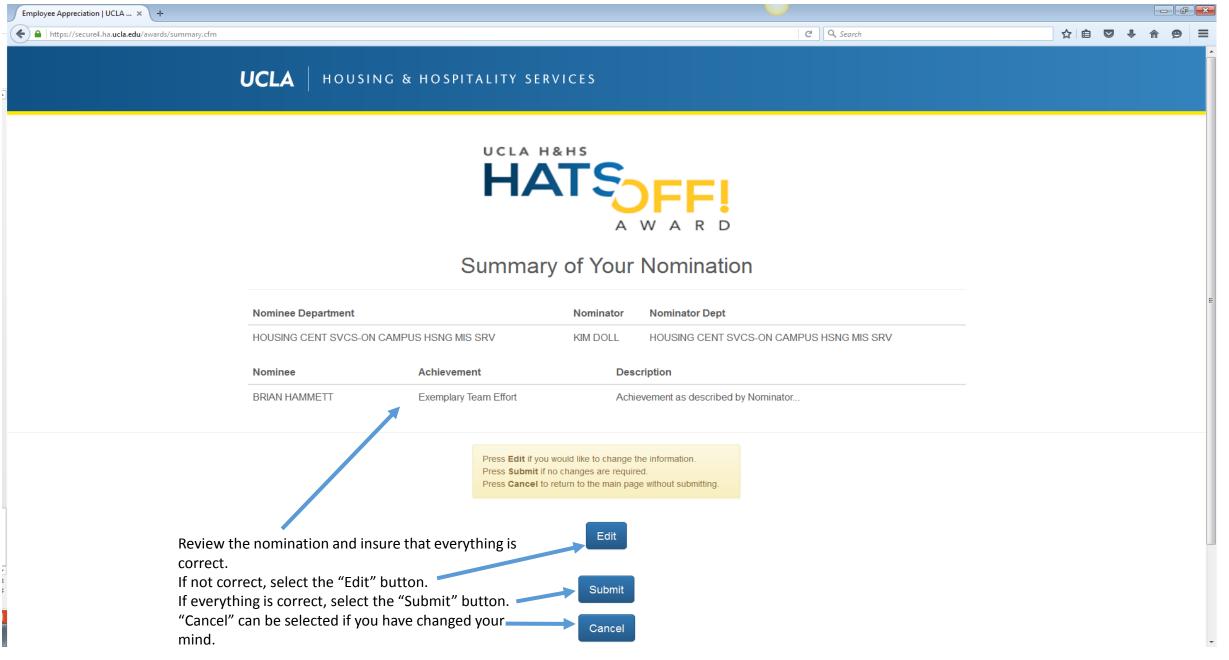
Last Name VAHLING Department

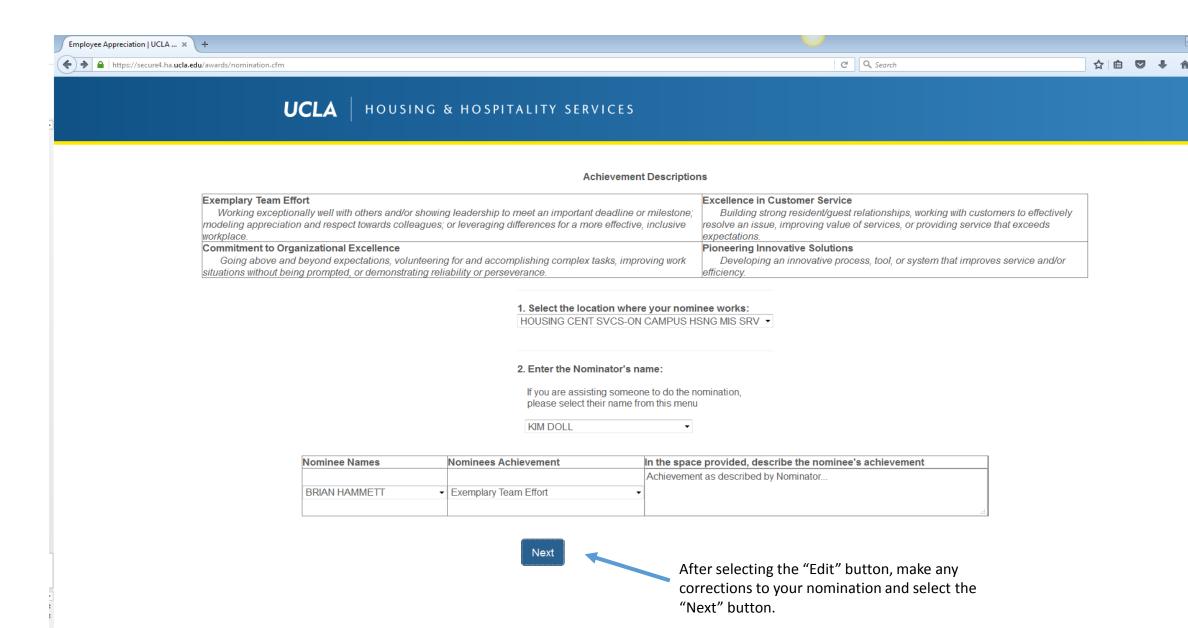
HOUSING CENT SVCS-ON CAMPUS HSNG MIS SRV

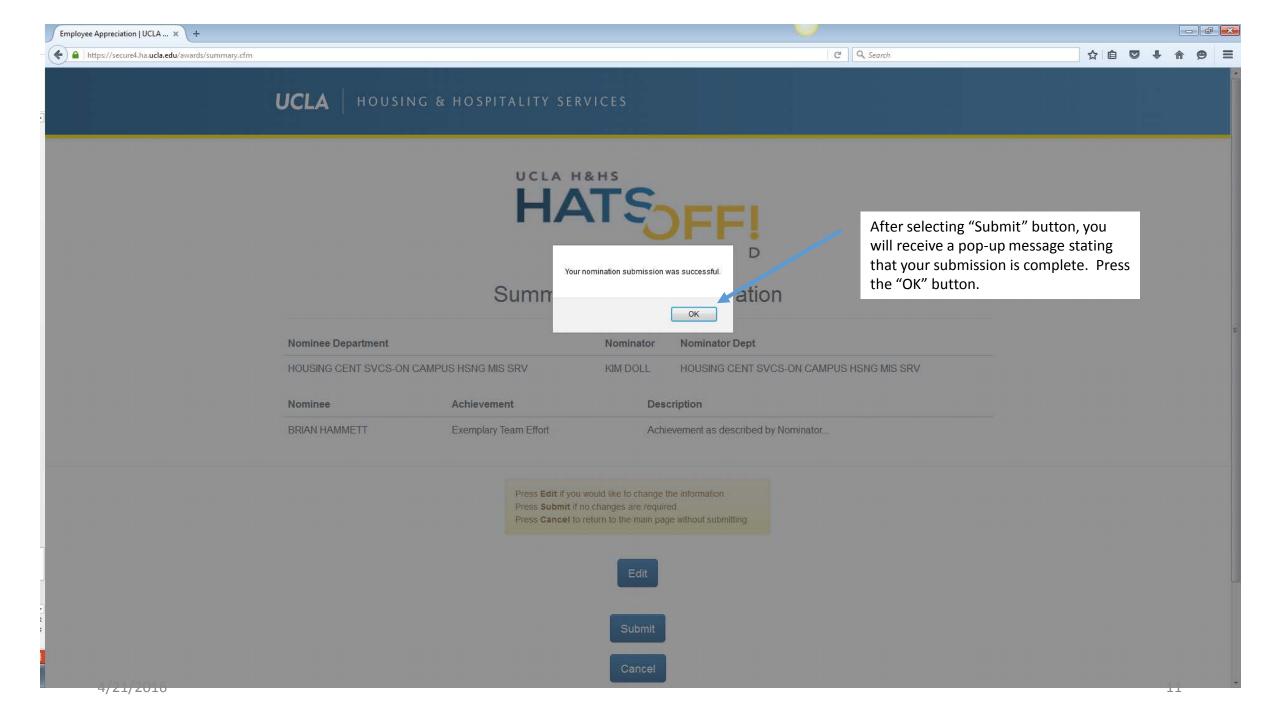
Back to Options

Write down the Department that the Nominee works in and click "Back to Options" to go back one page.











## **Team Member On the Spot Recognition**





<u>Update Your Card Preference Type</u>

#### Qualifications

Rewarding UCLA Housing & Hospitality Services Team Members for their exceptional efforts. The Hats Off program is designed to provide a timely 'tip of the hat' for a job well done, recognizing team members for exceptional service and performance in day-to-day work. View details »

#### Qualifications

Nominate

Eligible team members may be awarded an On-the-Spot safety award for any of the 6 reasons below. A detailed explanation of the reason/event must be given on the nomination form. View details »

You can make another nomination or exit from the application.