

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

Team Member On the Spot Recognition

Please log in

kdoll

.....

Log in

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).

Employee Appreciation | UCLA ...

https://secure4.ha.ucla.edu/awards/login.cfm

Search

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UCLA

HOUSING & HOSPITALITY SERVICES

Team Member On the Spot Recognition

UCLA H&HS

HATS OFF!

A W A R D

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 »](#)

Update Your Card Preference Type

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

Employee Appreciation | UCLA ... x

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UCLA | HOUSING & HOSPITALITY SERVICES

HATS OFF!

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[Nominate](#)

[Update Your Card Preference Type](#)

Qualifications

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Hats Off Employee Recognition Program Summary

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, 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.

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.

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Search

If you are unsure of your nominee's department, search here before going to the Nominations page.

Last Name of Nominee:

Submit

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

Nominations

Number of nominations

- ☒ Within your department
- ☐ Out of your department

Next

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

First Name

• 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.

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Achievement Descriptions

Exemplary Team Effort <i>Working exceptionally well with others and/or showing leadership to meet an important deadline or milestone; modeling appreciation and respect towards colleagues; or leveraging differences for a more effective, inclusive workplace.</i>	Excellence in Customer Service <i>Building strong resident/guest relationships, working with customers to effectively resolve an issue, improving value of services, or providing service that exceeds expectations.</i>
Commitment to Organizational Excellence <i>Going above and beyond expectations, volunteering for and accomplishing complex tasks, improving work situations without being prompted, or demonstrating reliability or perseverance.</i>	Pioneering Innovative Solutions <i>Developing an innovative process, tool, or system that improves service and/or efficiency.</i>

1. Select the location where your nominee works:

HOUSING CENT SVCS-ON CAMPUS HSNG MIS SRV

2. Enter the Nominator's name:

If you are assisting someone to do the nomination,
please select their name from this menu

KIM DOLL

Select the Nominee
from the drop-down
list

Select the department of the
Nominee from the drop-down list.

Nominee Names	Nominees Achievement	In the space provided, describe the nominee's achievement
BRIAN HAMMETT	Exemplary Team Effort	Achievement description

Note: If nominee is not listed, try selecting a different department.

4/21/2016

Select the Achievement of the
Nominee from the drop-down list.

Enter why this person is
receiving the achievement.
Then select "Next" to
review the information.

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Summary of Your Nomination

Nominee Department	Nominator	Nominator Dept
HOUSING CENT SVCS-ON CAMPUS HSNG MIS SRV	KIM DOLL	HOUSING CENT SVCS-ON CAMPUS HSNG MIS SRV

Nominee	Achievement	Description
BRIAN HAMMETT	Exemplary Team Effort	Achievement as described by Nominator...

Press **Edit** if you would like to change the information.
Press **Submit** if no changes are required.
Press **Cancel** to return to the main page without submitting.

Review the nomination and insure that everything is correct.
If not correct, select the "Edit" button.
If everything is correct, select the "Submit" button.
"Cancel" can be selected if you have changed your mind.

Edit

Submit

Cancel

4/21/2016

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Achievement Descriptions

Exemplary Team Effort
Working exceptionally well with others and/or showing leadership to meet an important deadline or milestone; modeling appreciation and respect towards colleagues; or leveraging differences for a more effective, inclusive workplace.

Commitment to Organizational Excellence
Going above and beyond expectations, volunteering for and accomplishing complex tasks, improving work situations without being prompted, or demonstrating reliability or perseverance.

Excellence in Customer Service
Building strong resident/guest relationships, working with customers to effectively resolve an issue, improving value of services, or providing service that exceeds expectations.

Pioneering Innovative Solutions
Developing an innovative process, tool, or system that improves service and/or efficiency.

1. Select the location where your nominee works:

HOUSING CENT SVCS-ON CAMPUS HSNM MIS SRV ▾

2. Enter the Nominator's name:

If you are assisting someone to do the nomination, please select their name from this menu

KIM DOLL ▾

Nominee Names	Nominees Achievement	In the space provided, describe the nominee's achievement
BRIAN HAMMETT ▾	Exemplary Team Effort ▾	Achievement as described by Nominator...

Next

After selecting the "Edit" button, make any corrections to your nomination and select the "Next" button.

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Search

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Summary

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Your nomination submission was successful.

OK

After selecting "Submit" button, you will receive a pop-up message stating that your submission is complete. Press the "OK" button.

Nominee Department	Nominator	Nominator Dept
HOUSING CENT SVCS-ON CAMPUS HSNG MIS SRV	KIM DOLL	HOUSING CENT SVCS-ON CAMPUS HSNG MIS SRV

Nominee	Achievement	Description
BRIAN HAMMETT	Exemplary Team Effort	Achievement as described by Nominator...

Press **Edit** if you would like to change the information.

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Submit

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Team Member On the Spot Recognition



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 »](#)



Nominate

Qualifications

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 »](#)

[Update Your Card Preference Type](#)

You can make another nomination or exit from the application.