



EMPLOYEE RECOGNITION PROGRAM FAQs

Why is NYCHA launching an Authority-wide employee recognition program?

NYCHA's Employee Engagement Department is launching an Authority-wide Employee Recognition Program to instill pride, boost morale, and motivate team spirit. The goal of this program is to recognize employees and teams that go above and beyond when performing their duties and responsibilities. We want to showcase employees who have exhibited best practices to deliver good customer service to both our residents and their colleagues.

Who is eligible to be nominated for the NYCHA Employee Recognition Program?

All NYCHA full-time employees or teams (units, divisions, departments) are eligible to be nominated. Staff are encouraged to identify and nominate team members who have exhibited good customer service and work performance.

Who can submit a nomination? Can an employee nominate their coworker?

Any NYCHA full-time employee can submit a nomination. Individual staff and teams can be nominated by their colleagues or supervisors, managers, directors, etc.

What criteria will be used to evaluate nominations?

Candidates will be evaluated on the following criteria:

1. Culture of service (treating our residents and fellow colleagues with dignity and respect);
2. Providing good customer service and exhibiting good work performance;
3. Empowering colleagues and dedication to team building, coaching, and boosting morale;
4. Satisfactory completion of probationary period in current title, or at least one year of service; and
5. No disciplinary actions or concerns within 18 months of the nomination date.

How does the recognition program work?

A completed nomination form will be required as part of the process. An evaluation committee will review all nominations submitted (personal information for each nomination will be redacted).

When is the nomination period open? When are the awards announced?

The Employee Engagement Department will hold a nomination period twice per year in April and September. Employees will be recognized at events to be hosted in June and December respectively. Honorees will be notified via email and highlighted on NYCHA's various communications platforms (e.g., NYCHA Connect, social media channels).

Where do I get a nomination form?

A fillable copy of the nomination form can be downloaded from **NYCHA Connect** on NYCHA's Intranet homepage. You may also access the nomination form by going to this link: [INSERT LINK TO FILLABLE FORM](#). If submitting a handwritten form, please print legibly.

If I need assistance completing the form, who can I speak with?

Please feel free to contact the Employee Engagement Department via email at employee.engagement@nycha.nyc.gov if you have questions regarding the completion of the form.

How do I submit my nomination form?

Completed nomination forms are to be scanned via e-mail to employee.engagement@nycha.nyc.gov.