



## (University Recognition on Campus)

During the month of November, 2009, Human Resources will be sponsoring a **UROC (University Recognition on Campus)** award program.

The program is designed to give recognition to individuals who perform their day to day responsibilities by providing extraordinary service in helping others. **UROC** recipients may be faculty or staff members who regularly demonstrate their commitment to serving others.

### How Can I Participate?

1. Is there someone that you would like to give special recognition to? Fill out a **UROC** recognition form which is available at the Human Resources Office or at: <http://www.pacificu.edu/hr/forms/index.cfm>. The form will ask you to detail what the individual did to exceed your expectations.
2. Deliver the completed form to the person that you are recognizing. You can recognize someone in your own area or someone in another area who deserves recognition.
3. If you receive a **UROC** award, you should make a copy of your **UROC** award and send it to Human Resources. When received, Human Resources will send you a fun prize. **NOTE:** In November, 2009, each recipient of a **UROC** award will also have his/her name entered into a weekly drawing for a gift certificate to a local area restaurant.

### Effective recognition should be:

- Individual - recognize individual performance even if the team is being recognized.
- Specific - tell him/her exactly what was done well.
- Immediate – offer recognition close in time to the good performance.