



BEFORE YOU START: A quick guide to using the Harvard Heroes Online Nomination Form

Harvard Heroes is back after a hiatus of three years. In 2012, for the first time, it is a University-wide staff recognition program. A few things have changed. Please read through this guide carefully before you start the nomination process. **We join our colleagues across Harvard in “being green” and encourage you to do as much as possible electronically; please print only if necessary. Thank you for doing your part for sustainability at Harvard!**

If you have any questions about criteria, eligibility, critical dates, or the nomination process please review our [Harvard Heroes Q&A Information](#) or contact [Nina Dickerman](#), 617-432-7448.

Your co-worker is terrific. Should you nominate him/her to become a Harvard Hero?

The Harvard Heroes recognition program is designed to acknowledge and celebrate significant “above and beyond” achievements of staff members, at any level and job grade, whose contributions could include any of the following:

- Cumulative contribution—multiple achievements/contributions over several/many years;
- Extraordinary one-time achievement;
- Remarkable sacrifice for co-workers, department, or Harvard;
- Innovative ideas/transformational impact; *or*
- Making Harvard a great place to be.

Eligibility - your nominee must be a Harvard staff member (service and trades, support, or administrative/professional staff) with at least one year of benefits-eligible service; and his/her stellar contribution must have taken place primarily in calendar year 2011 and/or 2012. Temporary employees, student employees, post-doctoral fellows, and academic appointees are not eligible.

Criteria –Please review this list to be sure that your nominee demonstrates the highest level of **at least one of these attributes or achievements:**

- **Collaboration/Teamwork**—building effective partnerships, teams and collaborations
- **Community Building**—creating a stronger, more connected and resilient community at Harvard
- **Customer Service**—providing outstanding service to internal and/or external “customers”
- **Excellence in Leadership/Management**—guiding and inspiring others; creating an atmosphere conducive to achievement while respecting employee needs
- **Fostering an Environment and Culture of Inclusivity and Diversity**—making Harvard safe, respectful, and welcoming to all members of our community
- **Harvard’s Mission and Values**—contributing directly to Harvard’s mission of teaching and research; demonstrating integrity and truth (veritas)
- **Humanitarian**—caring for the well-being of other members of the Harvard community
- **Managing/Adapting to Change**—seeing the opportunity in change; helping others anticipate change, envision the future, and meet transitional challenges
- **Mentoring/Helping Others**—sharing knowledge, expertise, and mentorship to help others grow and develop
- **“One Harvard”**—spanning University boundaries/removing barriers/reducing divides
- **Organizational Citizenship**—outstanding citizenship at either the local or University level
- **Resourcefulness /Doing More with Less**— improving efficiency and reducing costs; helping Harvard be effective even when resources are constrained
- **Responsibility/Stewardship**— stewarding resources or reducing risk while maintaining mission, quality, service, and safety

- **Transformation/Innovation**—thinking outside the box/creativity/new directions/finding new ways to do things better

If your proposed nominee meets the eligibility requirements, *and* is a good match for at least one of the criteria listed above, then by all means nominate him or her.

Harvard Heroes Nomination – Getting Ready

Gather all necessary information first. The online nomination form is environmentally sustainable and easy to use – however, it does not allow you to save it and return to it later. Plan ahead so you can complete your nomination at one time by following these steps:

1. Look Up Your Nominee’s Key Information.

You will need the following information to nominate someone to be a Harvard Hero. Contact and workplace information can be found at <https://www.directory.harvard.edu/phonebook/newSearch.do>:

- Your nominee’s first and last name**
- School/unit**
- Department/subunit**
- Work location**
- Contact information, especially email**

It is helpful if you can include your nominee’s phone number and manager’s name.

2. Write the Reasons Your Nominee Deserves to be a Harvard Hero.

We recommend you write your three required “essay questions” in MS Word and adhere to word limits noted below. You can copy and paste your completed answers into the online form. Your answers will play a significant role in the selection process. If your nominee is selected as a 2012 Harvard Hero, your entry may be edited for use in the ceremony, announcements, or other materials for the Harvard Heroes program. The nomination questions are:

- *Why is this person your nominee to be a Harvard Hero?* Please describe, using details and examples of what s/he has done and how s/he did it and dates (as closely as you can estimate); be specific about the achievements, accomplishments, or contributions that make this person a Harvard Hero. (500 word limit)
- *What impact or outcome did your nominee create?* How does it affect others in your School/Department/Unit or the University as a whole? If not for your nominee’s contribution, what might have occurred? (250 word limit)
- *Why should this person be a Hero instead of others who do a similar job?* Please describe how you think your nominee goes “above and beyond” the requirements of his/her job. (250 word limit)

3. Go to <https://hr.wufoo.com/forms/harvard-heroes-nomination-form/>

When you enter the above information to nominate a stellar Harvard staff member as a Harvard Hero, you will also be asked for your own contact information. After you submit the completed nomination, you will receive a confirmation email.

If your nominee is selected as a 2012 Harvard Hero, you will be invited to attend the ceremony on June 5 in Sanders Theater hosted by President Faust. Winners will be announced in May.

Thank you for helping to make Harvard a great place to work by sharing the accomplishments of a co-worker!