

## WEEK AT-A-GLANCE

### STAFF APPRECIATION AND RECOGNITION GUIDE

#### WHAT IS STAFF APPRECIATION WEEK?

Staff Appreciation Week is one week out of the year dedicated to acknowledging and thanking staff for their contributions to UCI. As the backbone of the university, staff are critical to keeping the university running smoothly. Often their work goes unnoticed, which can be frustrating and lead to disengaged employees. Because we know that engaged employees have higher productivity, less absenteeism/turnover, and better safety records, it's important that we, as a university, ensure that we are doing all we can to create a culture of engagement.

As a supervisor or manager, your role is to create a culture of engagement at the department/team level. This means regularly focusing on staff engagement through everyday efforts like ensuring that employees' basic needs are met, showing them that someone cares about them as a person in the workplace, providing feedback and positive recognition, and helping to develop their skills and career.

You probably already know that UCI conducts a Staff Engagement Survey every other year. We administered the survey in 2017, 2019 and 2021. The survey is a measure of staff engagement at UCI and your efforts help foster a culture of engagement.

If you would like to review your 2021 engagement scores, log into Gallup Access: <https://uci.my.gallup.com/>

So what can you do, as a supervisor or manager, to show your appreciation to staff during Staff Appreciation Week? We've included a Week-at-a-Glance activities to help you out. These are by no means the only things you can do. We encourage you to be creative and engage your team(s) in activities that are meaningful to them. For more ideas, you can also explore additional [Resources for How to Celebrate Staff Appreciation Week \(PDF\)](#).

If you have questions or need some guidance, please reach out to your local Engagement Ambassador, departmental HR representative, HRBP, or the UCI Engagement Team.

Contact information for the UCI Engagement Team is as follows:

Katherine Hills, UCI Engagement Lead at [hillsk@uci.edu](mailto:hillsk@uci.edu)  
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Thank you very much for helping us make Staff Appreciation Week meaningful to UCI's staff across the enterprise. It really does start with you!

#### WEEK AT-A-GLANCE APPRECIATION IDEAS

##### MONDAY, OCTOBER 10, 2022

On Monday morning, October 10, hold a short department/team meeting in-person, via Zoom, or a hybrid of both to kick off Staff Appreciation Week. The focus of this meeting should be to acknowledge staff for their contributions in 2022.

If your team is small enough, try to think of at least one thing to say about each team member to show them that they are valued.

If your team is large, avoid calling out anyone by name so that no one feels left out. This can do more harm than good. Instead, talk about the good things your department or team has done and how, as a team, you have contributed to the greater good at UCI.

Above all, be enthusiastic, genuine, and sincere.

As part of the meeting, encourage your staff to participate in Staff Appreciation Week – after all, this is a week to celebrate contributions of staff at UCI.

**Monday, 10/10 at 10:00 AM: Co-Worker Recognition Campaign in Bright People, Brilliant Solutions (PRIZES!)**

**Monday, 10/10 at 12:00 PM: Virtual Scavenger Hunt (PRIZES!)**

Visit the Staff Appreciation Week website for more information [here](#).

### **TUESDAY, OCTOBER 11, 2022**

**Find opportunities to get your team together for special events - Both this week and throughout the year.**

Time together promotes interaction, which is integral to building trust and forming friendships. Plan events during the workday that encourage team members to get to know one another and celebrate important personal and professional milestones.

The best managers encourage friendships in the workplace by creating the conditions under which such friendships and relationships can thrive.

The best predictor of having higher wellbeing and engagement at work is not what people are doing — it's whom they are with. When employees feel personally connected to others on their team, they are more willing to take positive actions that benefit the organization - actions they may not otherwise consider.

Learn More by downloading and reviewing the [Gallup Manager's Resource Guide to Q10. Best Friend](#)

**Remind people to tune in the Excellence in Leadership Awards**

Send an email to your department/team reminding them to log into the UCI Excellence in Leadership Awards virtual event. And, if any of your own staff members are being recognized, please give them a special acknowledgment in your message. You can see the list of nominees by visiting [this page](#).

**Here is some sample copy for an email:**

Dear colleagues:

This is a friendly reminder to join me for the UCI Excellence in Leadership Awards virtual event at 2:00 p.m. today to honor our 2022 nominees and winners.

Congratulations to [INSERT YOUR STAFF MEMBER NAME(S)] who has/have been nominated for their outstanding work. Registration is not required. Simply click [this link](#) shortly before 2:00 p.m.

I look forward to having you join me.

Sincerely,

[INSERT SIGNATURE AND TITLE BLOCK]

### WEDNESDAY, OCTOBER 12, 2022

#### Join the UCI Health ARIISE Awards Presentation

This event may be of greater interest to UCI Health staff, but campus staff may also want to tune into the ARIISE Awards at 9:00 a.m. on Wednesday, October 12. These prestigious awards are a long-standing UCI Health tradition and honor employees who are exemplary models of the six ARIISE values: Accountability, Respect, Integrity, Innovation, Service, and Excellence. In addition, a Team Award is presented to one team in UCI Health that best models these behaviors. It's a great way to get to know what is important in our UCI Health culture.

Click [here](#) for more information

#### UCI Health Chair Massages

In appreciation for our UCI Health employees who spend their days caring for others, we are hosting on-site chair massages at the Hospital for a little bit of self-care. Free 10-minute chair massages will be available by appointment from 1:00 p.m. to 3:00 p.m. at the Douglas Hospital (Conference Room 3005). Please help promote and support this opportunity for your employees.

[Click here](#) to sign up and reserve your spot.

### THURSDAY, OCTOBER 13, 2022

Today is the launch of the 2022 Staff Service Awards web section. In the morning, send out a list of everyone in your department/on your team who is being honored with a service milestone. You can view a complete list of honorees [here](#).

Please note that near the top of the page there is a link to an Excel spreadsheet where you can access lists of honorees by department. You might find this very useful.

In addition, ask each honoree to add their milestone service year [e-signature highlight](#) to their email signature block, and give each honoree the option to use their honoree milestone [Zoom background](#) (for the day, the rest of the week, month or year!)

[Click here](#) for milestone service e-signature highlights and Zoom backgrounds

We realize it is difficult to do special things for your team when some staff members may be working remotely, but any small gesture, e.g., a \$5.00 Starbucks e-card for each honoree (or something along this line, as policy and your budget allows) goes a long way in saying congratulations.

Today is also the final day to submit photos for the [virtual scavenger hunt](#) for a chance to win prizes. Please help remind your department/teams that all submissions must be completed by 3:00 p.m. to be eligible for prizes.

### FRIDAY, OCTOBER 14, 2022

This is the final day of Staff Appreciation Week. Remind your department/team that it is the final day to participate in the [Staff Appreciation Week Bright People, Brilliant Solutions campaign](#) for a chance to win daily prizes.

### It's a Treat To Work With You Treat Break

Whether you invite your team to grab a sweet treat from the Douglas Hospital cafeteria together, have ordered cookies for your team on campus to enjoy, or just plan a short break to get together as a team. We encourage you to take a few extra minutes on Friday to show your staff what a “treat” it is to work with them.

### UCI Health Chair Massages

One more chance for free 10-minute chair massages, available by appointment from 10:00 a.m. to 2:00 p.m. at the Douglas Hospital (Conference Room 3005). Please help promote and support this opportunity for your employees that were not able to join earlier in the week. [Click here](#) to sign up and reserve your spot.

Visit the [Staff Appreciation Week](#) website for more information.

Close out your week by saying again how important staff is to UCI and to you. Tell them how they are making a difference every day in the university and our clients – our students, faculty, alumni, co-workers, patients, and community.

### SUPPORT

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### THANK YOU, AND HAVE A GREAT WEEK!

