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TO: John Jay College Community
FROM: Oswald E. Fraser, AVP for Administration
DATE: October 3, 2024
SUBJECT: The Bravo! Employee Recognition Program 2024

We have opened the nominations for BRAVO! Beginning today, Thursday, October 3, 2024, and continue to accept nominations through Thursday, October 17, 2024.

The *Bravo!* Employee Recognition Program is designed to recognize and reward individuals and groups (TEAM BRAVO) for excellence in service and contributions to the College. This program provides various means of demonstrating, through monetary and/or non-monetary recognition and rewards, the high value John Jay College places upon employee contributions and achievements.

In order to qualify for an award, an employee must be officially nominated by their supervisor and meet one or more of the criteria listed below. Our awards will include gift certificates, and certificates of recognition. The date of this year's award ceremony will be on **Tuesday, November 12, 2024.**

What are the individual criteria for Awards?

Criteria for awards include but are not limited to: new creative ideas/innovative problem solving, sustained excellence in customer service and or performance, distinguished actions/efforts and serving as a role model to others for advancing the goals and mission of the college, and fiscal responsibility.

Who may nominate?

Supervisors can nominate any full or part time employee in their department. Anyone other than an employee's immediate supervisor, who wishes to nominate an employee, **must** make the recommendation to the employee's supervisor. Self-nominations are not accepted.

TEAM BRAVO will be nominated by the Vice Presidents. It consists of a work group recognized for their exemplary work on a specific project or task. The group is best if combining members from different work units (cross-functional) but this is not required. The award goes to the groups that satisfy any or all of the following: provides service to the College, enhances a process, advances the College related to process or reputation.

How to nominate an employee for the Bravo! Employee Recognition Award?

To nominate an employee, login to '[Inside John Jay](#)' and click on the "**Resource Center**" link. On the Resource Center main page, scroll down to the HR Services and click on the '**BRAVO Divisional Awards**' link. A screen will appear where you will enter the requested information to nominate an employee. Don't forget to hit the **submit button** when you have completed the nomination screen. **Deadline for submission of nomination for the award period is Thursday, October 17, 2024.**

What is the selection process?

A committee comprising the Divisional Vice Presidents and the Chief Communications Officer will determine selections for the individual and TEAM BRAVO awards. All nominations will be reviewed against the stated criteria. Selected award recipients and their nominating supervisor will be notified and invited to the awards ceremony scheduled for **Tuesday, November 12, 2024**, and hosted by the Office of Human Resources.

Please feel free to contact Ivette Rivera at irivera@jjay.cuny.edu, if you have any questions concerning the Bravo! Program.