

REWARD AND RECOGNITION SCHEME FAQ



Individual Awards



Team Awards



Exemplary Service Award



I have continuously served the University for one year or more. Which award can I be nominated for?

• Answer



If you are a **Band A-E staff** and fulfill the service requirements as described in the guidelines

- Can be nominated for all awards



If you are a **Band F or above staff** and fulfill the service requirements as described in the guidelines

- Can be nominated for Individual Awards and Team Awards
- Not eligible for Exemplary Service Award

We have completed an important project with significant contributions and results to the University development. What should we be aware of when applying for the Team Award?



• Answer



The team may be made up of **at least 2 and up to 20 members**

Additional scores:

- **Encourage** teams to include members from different units

Friendly Reminder



- Only Team Awards can be self-nominated
- The number of nominations from each office unit is limited to two for each award category
- Each eligible non-teaching staff may be nominated for more than one award category in the same year based on different areas of contribution

For details, please refer to the Guideline



How to make my nomination stand out?



1 • Answer

Identify your achievements



- List your examples: significant contributions, exceptional service beyond your normal duties, projects that achieved significant enhancements in operational efficiency and effectiveness, and/or achievements that support the University's strategic goals
- Organize them in order of impact and significance, ensuring they align well with the award's selection criteria

Friendly Reminder



The Reward and Recognition Scheme accepts nominations every other year, only **achievements/projects from December 2022 to November 2024** are eligible for this year's nomination.

2

Craft engaging stories



- Share your successful stories! Incorporate your examples into the stories and highlight the importance and impact
- Provide numerical data and include testimonials to highlight the impact of your achievements
- Beware of word count requirement and the flow of your presentation to ensure that your stories help the committee better understand you

3

Check all documents before submission



- Refer to the submission documents checklist in the preparation pack
- Name your documents in correct format
- Attach the required documents one by one according to the checklist; avoid merging them into a single file



Please send completed nomination form with supporting documents to hro-events@hkbu.edu.hk by **22 Nov (Fri)**

Friendly Reminder



The preparation pack summarises the key points of each award. Be sure to review it beforehand to help you craft your success stories!

For more details, please visit the Scheme website, you can learn more about past award recipients' stories.

“ **LOOKING FORWARD TO YOUR SUCCESSFUL STORIES!** ”

非教學人員獎勵及嘉許計劃 你問我答



個人獎項



團隊獎項



模範服務獎



我已經連續服務大學一年或以上，我可以被提名哪個獎項？

Answer



如果你屬於Band A-E，並符合所有提名資格

- 可接受三個獎項類別的提名



如果你屬於 Band F 或以上，並符合所有提名資格

- 可接受個人獎項及團隊獎項的提名
- 不符合模範服務獎的提名資格

我們完成了一個重要項目，並對大學發展有顯著貢獻及成果，參加團隊獎項有什麼注意事項？



Answer



由最少2位至最多20位非教學人員及教學人員組成

加分位提提你：

- 鼓勵成員來自不同之學院/部門/中心

小編提提你！



- 只有團體獎項可自我提名
- 每個學院/部門/中心，各獎項類別可提交兩份提名
- 每位合資格的非教學人員，在同一屆就不同範疇的貢獻，可同時接受多於一個獎項類別的提名

有關各個獎項類別的提名資格，詳情請參閱指引



如何讓我的提名
突圍而出？



1 Answer

準備好你的「成績表」



- 列出你的例子：傑出服務、在常規職責範圍外作出的重要貢獻、顯著提升工作效率/效能的事件、及/或協助推進大學發展策略性目標的成就
- 按照其影響力及重要性排序，以符合獎項遴選標準或條件

小編提提你！



此計劃每兩年接受提名或報名，今屆接受由2022年12月至2024年11月份的傑出貢獻或項目提名。

2

說好你的故事



- 分享你的成功故事！把你的例子融入故事之中，寫出重點及影響
- 提供數據，亦可包含別人的認同和表揚，為你的傑出貢獻增加說服力
- 注意字數要求及整體故事大綱編排，以確保你的故事能幫助委員會更好地了解你

3

提交前檢查所需文件



- 可參照懶人包的所需文件清單
- 記得使用正確格式命名你的文件
- 根據清單逐一附上所需文件；避免以合併文件形式提交



請在**11月22日(星期五)**前填妥提名表格及有關文件，並電郵至 hro-events@hkbu.edu.hk

小編提提你！



懶人包列舉了每個獎項的重點，請記得查閱，有助說好你的成功故事！

如果想了解更多詳細資料，記得瀏覽本計劃的網頁，可以了解歷年得獎者的故事！

“ 期待你的成功故事！ ”