

Suggestions for Preparing Applications for the NYSHFA Employee Recognition Program

The NYSHFA Clinical and Quality Committee has developed the following guidelines to assist facilities in preparing applications for the *Employee Recognition Program*. We hope you find this information useful and will consider applying for these prestigious awards this year.

- Decentralize the application process by creating small committees of staff with a designated point person to guide the group.
- Utilize residents, Resident Council and Family Council to suggest employees to nominate for these programs.
- Use processes already established, such as Employee of the Month Programs, to generate nominations for the Employee Recognition program.
- Develop a timeline and checklist for processing and submitting applications (see example below.)

Timeline	Employee Recognition Program Checklist
6 weeks prior in submission date	Select committee and set date for first meeting within one week. Select designated point person to develop agenda for meeting.
5 weeks prior to submission date	Conduct first meeting. Agenda topics should include review of application form, decision on method committee will use to generate ideas for nominations. Assigning committee member responsibility for gathering specific application materials.
4 weeks prior to submission date	Select employee(s) to be nominated. Request recommendation letters from Administrator, Supervisors, nominee etc. (give deadline to submit to committee).
2 weeks prior to submission date	Collect recommendation letters; send reminders if necessary. Complete application form.
At least 1 week prior to deadline	Finalize application and all documentation. Review for completeness. Mail packet to NYSHFA. Keep copy for facility.
Suggestions: At least one day before deadline, contact NYSHFA to ensure application has been received	See Brochure for deadline.