



香港中文大學
The Chinese University of Hong Kong



**POSITIVE WORKPLACE
SERVICE AWARDS**

2023





2023

正向員工服務獎

POSITIVE WORKPLACE
SERVICE AWARDS



OBJECTIVE

The 'Positive Workplace Service Awards' ('the PWS Awards'), sponsored by the Committee on Positive Workplace and Staff Development ('the PWSD Committee'), first launched in the year 2017. The award scheme covers all staff of various job nature and departments / units. It aims to enable staff recognition not only for the exemplary work outcome but also the individual behaviour and team practices that are conducive to nurturing a positive work culture and atmosphere, as well as achieving 'Positive Performance Management' (PPM) and 'Workplace Courtesy and Civility' (WCC) in the University.

CATEGORIES OF THE PWS AWARDS (2023)

The PWS (Individual) Award

A trophy, a certificate and an award of HK\$5,000

The PWS (Team) Award

A trophy, a certificate and an award of HK\$10,000 (for the whole team)

[There will be a maximum of 10 PWS (Individual/Team) Awards]

Positive Leadership Award [-cum-PWS (Individual) Award]

A certificate

Panel's Appreciation Award

A certificate and an award of HK\$2,500 (for individual)/ HK\$5,000 (for a team)

[There will be a maximum of two Panel's Appreciation Awards]

ELIGIBILITY

- ✓ All serving full-time appointees on an individual or work team basis.
- ✓ A work team should be comprised of two or more serving full-time appointees who work in the same department or who work on a specific project as an inter-departmental work team.

NOMINATION

Nomination for the PWS Awards can be made from CUHK students and staff members. Self-nomination is applicable to the Team Award only but not the Individual Award.

SELECTION PANEL(S) AND ASSESSMENT PROCESS

- ✓ The PWSD Secretariat will seek endorsement of the head of department/unit and/or supervising officer concerned before acceptance of a nomination.
- ✓ The Chairperson of the PWSD Committee will appoint Selection Panel(s) to review all nominations according to the assessment criteria as set out in the section below.
- ✓ The nomination authority and/or the nominees for the Awards may be invited for a meeting with the Selection Panel(s) where necessary.

Please click the link for Nomination Form and other information:



ASSESSMENT CRITERIA



Positive Workplace Service (Individual/Team) Awards

Criteria [Weighting]	Traits/Areas for Appreciation
Positivity [40%]	<ul style="list-style-type: none"> ✔ Demonstrate positive attitude and behavioural attributes conducive to: <ul style="list-style-type: none"> Positive Communication: Be open-minded and appreciative; welcome feedback; listen to understand and ready to help Teamwork Relationship: Develop collaborative and supportive relationship; take ownership & value fairness; willing to go the extra mile Mutual Trust and Respect: Embrace diversity; put things in perspective; empathize with others Work Safety: Show care and concern; comply with safety guidelines strictly Continuous Learning: Have good understanding on work objectives; receptive to new ideas; keen on improving to match with changing needs and new developments; share new learning and best practice with others
Proactivity [20%]	<ul style="list-style-type: none"> ✔ Show clear intention/commitment and take proactive actions to foster workplace positivity and civility
Creativity [10%]	<ul style="list-style-type: none"> ✔ Adopt a new/creative approach to radiate waves of positive energy at workplace
Sustainability [10%]	<ul style="list-style-type: none"> ✔ Pursue positive actions and practices not on an ad hoc or one-off basis, but can last for a long period
Impact [10%]	<ul style="list-style-type: none"> ✔ Bring beneficial outcome(s) to clients, internal customers or other stakeholders ✔ Enhance the image and goodwill of the department and/or the University
Presentation quality [10%]	<ul style="list-style-type: none"> ✔ Clarity and quality of submission, e.g., presentation in the form(s) of written descriptions, poster(s) and/or video clipping(s), letters of commendations and other supporting reference such as photos that can showcase/highlight the efforts and initiatives in the respective criteria above-named

Positive Leadership Award

Candidates for the PWS (Individual) Award whose behavioral attributes demonstrate growth-orientation at the workplace ('LEAP': Learning, Efforts, Alignment, and Potential) may be recommended by the Selection Panel for the "Positive Leadership Award":

Encourage team members to focus on **learning** & development, and to persevere despite setbacks

Strategize & mobilize **efforts** effectively to attain valued goals

Focus on team **alignment** and support collaboration within and across teams

Grow & unleash team **potential**, give process feedback and reward progress

Possess other positive attributes appreciated by the Selection Panel

Panel's Appreciation Award

Individuals or teams with special good deeds excelling in particular area(s) or demonstration of continuous efforts and support in fostering positive workplace may be recommended by the Selection Panel(s) for the Panel's Appreciation Award.



SCHEDULE

- 1 Call for Nominations ----- February, 2023
- 2 Closing date for Nominations ----- May 29, 2023
- 3 Assessment by the Selection Panel(s) ----- June / July 2023
- 4 Confirmation of List of Awardees ----- August / September 2023
- 5 Award Presentation Ceremony ----- Fourth Quarter 2023

SUBMISSION OF NOMINATION

Completed Nomination Form and presentation materials should be submitted to the PWSO Committee Secretariat by **May 29, 2023 (Monday)** through one of the following channels:

Mail PWSO Co-Secretary (Attn.: Ms. Angel Leung)
C/O Human Resources Office
The Atrium, G/F, Lady Shaw Building
The Chinese University of Hong Kong

Email hro-staff.dev@cuhk.edu.hk

LOOKING FORWARD TO
YOUR NOMINATION

ENQUIRIES

For enquiries, please contact Ms. Angel Leung, Senior Human Resources Manager at 3943 8611 or Ms. Katrina Chu, Human Resources Manager at 3943 1987

目標一致

歡笑體現

期待你的提名





香港中文大學
The Chinese University of Hong Kong



正向員工服務獎

2023



由「正向工作間及員工發展委員會」贊助



2023

正向員工服務獎

POSITIVE WORKPLACE
SERVICE AWARDS



目的

由「正向工作間及員工發展委員會」贊助的「正向員工服務獎」於2017年設立，其涵蓋對象廣泛，包括各職系及部門的員工。此獎勵計劃不單關注同事的卓越工作成效，更重視個人及團隊在行為表現上所散發的正能量，建立正向工作間文化及氣氛，並積極達成大學提倡的「正向績效管理文化」(Positive Performance Management "PPM") 及「雅禮文明工作間」(Workplace Courtesy and Civility "WCC")。

正向員工服務獎 (2023) 獎項類別

個人獎



獎座、獎狀及港幣伍千元

團隊獎



獎座、獎狀及港幣壹萬元 (以團隊為單位)

(個人獎 / 團隊獎總名額上限為十名)

正向領袖獎 (從個人獎中揀選)



獎狀

評審嘉許獎



獎狀及港幣貳千伍百元 (個人) / 港幣伍千元 (團隊)
(評審嘉許獎名額上限為兩名)

參加資格

- ✓ 現任香港中文大學全職僱員，可以個人或團隊名義參加
- ✓ 參選工作團隊應包括兩名或以上現任大學全職僱員，成員可隸屬同一部門或來自不同部門但參與同一專題項目

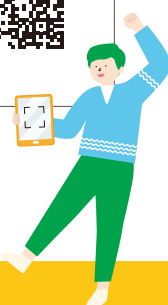
提名

中大學生及員工皆可提名，團隊獎 (非個人獎) 亦接受自薦

遴選委員會及評審過程

- ✓ 正向工作間及員工發展委員會秘書處於正式採納提名前，會通知參選者所屬單位的主管並取得其同意
- ✓ 正向工作間及員工發展委員會主席將任命遴選委員會，按照相關評審準則進行選拔
- ✓ 提名者和 / 或參選者或會受邀與遴選委員會會面

相關資訊及提名表格，請登入以下網址查閱：



評審準則

🏆 正向員工服務獎 (個人獎 / 團隊獎)



評審準則 [比重]	嘉許重點
正向表現 [40%]	<ul style="list-style-type: none">✔ 展示正向態度及表現以促進：<ul style="list-style-type: none">正向溝通：開明並表達欣賞；歡迎他人回饋意見；願意聆聽理解並隨時提供協助團隊關係：發展互助支援關係；願意承擔並重視公平公正；樂意付出更多互信與尊重：擁抱多元；正面看待事物；能設身處地和具備同理心工作安全：表達關懷；嚴格遵守安全指引持續學習：了解工作目標理念；接受新想法；熱衷自我提升，以回應轉變、新的需要與發展；與他人分享新的學習成果和良謀妙法
積極主動 [20%]	<ul style="list-style-type: none">✔ 展示清晰目的 / 熱誠投入，並採取主動積極行動以促進正向及文明工作間文化
具備創意 [10%]	<ul style="list-style-type: none">✔ 採取嶄新 / 具備創意的方式，燃起正向工作氣氛
可持續性 [10%]	<ul style="list-style-type: none">✔ 不止於單一偶發的，而是可持續或有長期果效的正向行動與實踐
成果與影響 [10%]	<ul style="list-style-type: none">✔ 為服務對象、同事或其他持份者帶來正面成果✔ 提升部門和 / 或大學的形象與聲譽
表達質素 [10%]	<ul style="list-style-type: none">✔ 推薦說明的清晰度和表達質素，例如：資料 (如例子，小故事) 的呈現方式，以文字描述、海報和 / 或短片分享，並提供證明 (如嘉許信或相片) 展現個人或團隊就以上各準則所作出的努力和貢獻

🏆 正向領袖獎

具備成長導向領袖特質 (‘LEAP’) 的個人獎參選者，有機會獲遴選委員會推薦頒授「正向領袖獎」：

鼓勵團隊成員專注於學習與發展，以百折不撓的精神面對困難

制定有效策略，動員團隊力量，實現受珍視的目標

促進團隊成員團結一致，同心協力，並支持團隊內部和跨團隊的協作

協助團隊成員發展和釋放潛能，適時在過程中提供反饋及獎勵進步

具備獲遴選委員會欣賞的其他正向特質

🏆 評審嘉許獎

在特定範疇表現卓越，或持續貢獻正向工作間的個人或團隊，將有機會被遴選委員會推薦獲頒「評審嘉許獎」。



流程與日期

- 1 接受提名 ----- 2023年2月
- 2 截止提名 ----- 2023年5月29日
- 3 遴選委員會評審 ----- 2023年6至7月
- 4 確認得獎名單 ----- 2023年8至9月
- 5 頒獎典禮 ----- 2023年第四季度

遞交提名

填妥的提名表格及相關材料請於 **2023年5月29日(星期一)** 前

透過以下途徑交予正向工作間及員工發展委員會秘書處：

內部郵遞

香港中文大學

邵逸夫夫人樓地下中庭人力資源處

正向工作間及員工發展委員會秘書處梁安琪女士收

電郵

hro-staff.dev@cuhk.edu.hk

LOOKING FORWARD TO
YOUR NOMINATION

查詢

如有查詢，歡迎致電

高級人力資源經理梁安琪女士 (3943 8611) 或人力資源經理朱港靖女士 (3943 1987)

目標一致

歡笑體現

期待你的提名

