



2024 *Housing* Daim Ntawv Muab Neeg Npe Xaiv Muab Khoom Plig

Ib qho xav txog kev ua haujlwm rau xyoo 2023!

Koj Lub Npe (Tus Muab Tus Neeg Npe):	
Tus los Pab Neeg (Cov Npe Muab):	
Tus Neeg Ceg/Pawg Ua Haujlwm:	
Tus Neeg Txoj/Lub Npe Haujlwm:	

Tus neeg los pawg neeg ua haujlwm hauv *Housing* saum no tau ua rau pom ua tau haujlwm zoo tshaj rau hauv *University Housing* rau xyoo 2023 thiab tau muab npe rau qhov *Housing Employee Award* nco qhuas ua tau haujlwm zoo tshaj. Tus neeg los pab neeg no tau:

- ✓ Txais haujlwm tshiab ua tas li thiab ua tau cov kom ua zoo tshaj
- ✓ Tau txais kev ntseeg ntawm cov neeg nrog ua haujlwm, thawjsaib, thiab qhua
- ✓ Tau ua pom tias muaj peev xwm ua tau tej yam nyuaj heev
- ✓ Txhawb kev kho thiab ua kom tau zoo ntxiv

Muab tau leej twg npe: Cov neeg ua haujlwm yog *project*, ua puv hnuv thiab tsis puv hnuv uas ua txoj haujlwm tau tshaj peb hlis, tsis raug kev qhuab qhia, tsis tau txais ib qho khoom plig xyoo tas. *Human Resources* yuav xyuas saib leej twg thiaj yog cov neeg muab tau npe.

Yuav muaj khoom plig muab rau cov neeg los pawg neeg ua tau haujlwm zoo raws *Housing* cov ntsiab lus tseem ceeb. Koj TSIS TAS xaiv qhov ntsiab lus koj muab tus neeg npe rau.

Pawg *Housing Employee Awards Committee* muaj cov neeg nyob hauv pawg *Housing Engagement and Recognition Team (HEaRT)* thiab cov neeg tau txais khoom plig xyoo tas. Yog muaj neeg muab ib tug neeg nyob hauv pawg *Housing Employee Awards Committee* npe, nws yuav khiav tsis tau haujlwm rau hauv pawg ntawd. Xav kom muaj cov neeg nyob txhua ceg ua haujlwm nyob rau pawg no. Yog muaj tsis txhua, yuav hais kom tus saib hauv ceg ua haujlwm ntawd xa ib tug neeg tuaj ntxiv.

Caij nyooog:

- Kaum Ob Hlis: Qhia txog qhib muab npe
- Ib Hlis tim 31, 2024: Hnuv kawg muab npe
- Ob Hlis: HR yuav xyuas saib tus neeg twg yog cov muab tau npe
- Ob Hlis: Tus neeg lwm tus muab nws npe tus thawjsaib ntxiv lus tau rau (nyob ntawm yeem)
- Peb Hlis: Pawg *committee* xyuas cov ntawv muab npe thiab xaiv
- Plaub Hlis: Npaj Cov Khoom Plig (*Awards*)
- Tsib Hlis tim 17, 2024: Muab Khoom Plig rau thaum Plas Ntshais Noj Txhua Xyoo



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****PIB KEV MUAB NPE NOV****

Kev muab npe kom yuav tsum muaj ib sob lus txog qhov kev ua tau zoo thiab ob qho piv txwv tus/cov neeg ua tau zoo tshaj txog *Housing* cov ntsiab lus tseem ceeb. Muaj koog hauv qab no rau sau cov lus.

Daim muaj txhais thiab piv txwv rau *Housing* cov ntsiab lus tseem ceeb muaj nyob sab tom qab.

Tus Muab tus neeg npe (kos npe):	
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Sob Lus Tus Muab Npe Sau Txog Tus/Pawg Neeg

YUAV TSUM MUAJ: Qhia rau peb saib tus los pawg neeg no ho ua tau dab tsi pab koj los koj ceg ua haujlwm.

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YUAV TSUM MUAJ: Muab tsawg kawg 2 qho piv txwv tau muaj rau 12 lub hlis dhau los txhawb saib tus los pawg neeg no ho ua tau raws *UW Housing* cov ntsiab lus tseem ceeb li cas.

Xa cov ntawm muab neeg npe rau qhov *drop box* sab nraum lub *cashier's office* hauv lub *Slichter Hall* (tshooj qab daus), sau *Housing cashier's office* rau ntawm lub hnab ntawv xa ntawv hauv tsev kawm ntawv los *email* daim ntawv muab npe rau akramper@wisc.edu tsis pub dhau lb Hlis tim 31.

****KEV MUAJ NPE KAWG NOV****



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Ib qho xav txog kev ua haujlwm rau xyoo 2023!

FOR HUMAN RESOURCES USE ONLY:

Date of Hire: _____ Employed 3+ months: YES/NO Good Standing: YES/NO Eligible: YES / NO

Nominee Supervisor/Assigned Supervisor: _____

Signature (HR Representative) _____ Date of Verification _____

NOMINEE SUPERVISOR: Provide any additional supporting information about the individual or team that you feel is important for committee members to know.

Signature (Nominee Supervisor) _____ Date _____



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Additional space if needed for handwritten forms.



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Ib qho xav txog kev ua haujlwm rau xyoo 2023!

Ceg Tsev Nyob (*Division of University Housing*) Cov Ntsiab Lus Tseem Ceeb (*Core Values*)

Saib Xyuas (*CARE*)

Kev saib xyuas yog ib qho tiag peb kev ua num thiab txais tos lwm tus, xws li cov mejiyig nyob cov tsev, cov qhua, cov neeg ua num nrog thiab lwm tus hauv tsev kawm ntawv muaj kev sib koom.

Muaj Tswv Yim (*CREATIVITY*)

Muaj tswv yim yog ib qho kev cuab zog hauv ceg tsev nyob uas peb yuav koom thiab kho txog kev peb muaj sib qhia kawm.

Zoo Tshaj (*EXCELLENCE*)

Zoo tshaj yog peb lub homphiaj. Peb tu kom tau qhov chaw zoo dua tseg thaum peb tuaj pom. Ua peb qhov haujlwm kom zoo tseem ceeb.

Coj Zoo los Ncaj (*INTEGRITY*)

Cwjpwj coj zoo los ncaj tseem ceeb tsim thiab tuav kev phooj ywg thiab kev pab peb xav kom muaj. Cwjpwj coj zoo los ncaj los ntawm cov lus peb hais thiab kev coj / ua rau lwm tus pom.

Cia Siab (*OPTIMISM*)

Kev cia siab rau qhov zoo ua peb muaj siab thiab xav tsim kom yog ib qho taw rau cov caij thiab kev ua tau zoo.

Sib Hwm (*RESPECT*)

Sib hwm rau kev sib saib muaj nqi thiab ntau haiv neeg ua num thiab cov tswvyim coj peb sib rub ua ke rau kev xav, tsim phoojywg, thiab peb kev coj / ua.

Saib Tam Yog Tus Tswv (*STEWARDSHIP*)

Kev saib tam yog tus tswv yog ib qho qhia tau peb kev muaj siab saib xyuas rau tib neeg, nyiaj txiag thiab lwm yam tso rau peb saib rau cov mejiyig los neeg siv.

Cov Tswj Neeg Ua num (*Administrative Staff*)

April 9, 2013

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COV NTSIAB LUS TSEEM CEEB rau kev ua haujlwm!

Saib tam yog tus tswv | Sib hwm | Coj ncaj | Cia siab

- Tswj neeg ua num kev ua haujlwm thawm xyoo thiab muab tswv yim pab tas li.
- Cuab lwm tus zog rau kev txiav txim thiab qhia kev kho pauv.
- Xyuas kev tsis sib haum thiab ua tib zoo xyuas daws.
- Coj ua kom txhawb kom yog ib qho chaw zoo ua haujlwm.

Coj ncaj | Saib xyuas | Saib tam yog tus tswv | Muaj tswv yim pab

- Ua twb zoo txiav txim kom muaj raws tsev kawm ntawv, ceg, thiab pawg ua haujlwm lub zeem muag.
- Txuag ua twb zoo siv tej twj/khoom (lwm tus neeg ua num, tsev kawm ntawv qhov chaw loj, lwm yam)
- Pab lwm tus daws teeb meem thiab ua kom cuag cov hom phiaj.
- Kawm ntxiv kom paub ua tau txoj haujlwm zoo.

Cia siab | Saib tam yog tus tswv | Muaj tswv yim pab | Ua kom tau zoo tshaj

- Ua kom pom tias txais tej tswv yim thiab kev ua raws tshiab.
- Muaj kev yooj yim ua num kom tiav.
- Qhia tias kom sim kev tshiab ua haujlwm, koom nrog tej caij muaj kawm pab rau txoj haujlwm.
- Muab tswv yim pab kom ua tau tej kev kho pauv zoo.

Muaj tswv yim pab | Ua tau zoo tshaj | Saib xyuas | Saib tam yog tus tswv

- Paub tej haujlwm yuav ua kom tas.
- Ua kom raws caij teem cia thiab tsis pub dhau.
- Pib, npaj rau tej kev yuav muaj ua, thiab pab kom ua ub no tau zoo dua.
- Ua tib zoo xyuas thiab txhob muaj ua yuam kev.
- Paub tias qhov haujlwm yuav tsum ua kom tiav thaum twg thiab xyuas saib lwm tus xav kom pab li cas.
- Tuaj haujlwm tas li thiab ntseeg tias ua tau.

Sib hwm | Coj ncaj | Ua kom tau zoo tshaj | Cia siab

- Ua tib zoo xav, coj ncaj, thiab sib hwm thaum sib tham.
- Hwm kev tib neeg sib txawv (lub neej, coj, muaj peev xwm, xav, kev saib muaj nqi, thiab pom).
- Muab thiab txais kev ua thiab qhia.
- Neeg ntsib thiab nrog tau tham; tuav kev phooj ywg sib koom ua haujlwm.
- Ua tib zoo xyuas teeb meem, tsis pub lwm tus paub, thiab nrog tus muaj teeb meem tham.
- Txhawb kom yog ib qho chaw zoo ua haujlwm.

Saib xyuas | Muaj tswv yim pab | Ua kom tau zoo tshaj | Sib hwm

- Muaj kev pab zoo rau cov qhua sab hauv thiab sab nraum.
- Xyuas kev pab cov qhua uas nrhiav kev pab rau, to taub, thiab pab raws cov qhua xav tau.
- Teb kom yog, tau zoo thiab saib raws cov qhua xav tau, muaj lus nug thiab kev txhawj.
- Tsim kev sib koom nrog cov qhua.
- Pab kom tau zoo thiab raws ib tug neeg ua num nrog cov qhua, daws lawv tej teeb meem.
- Nrhiav kev tshiab ua kom tau haujlwm zoo ntxiv uas muaj tsawg yam kev yuav tau ua raws.