CITY COLLEGE’S THANK YOU PROGRAM

Every day employees assist students and each other in many ways. In an effort to recognize these extra efforts, the Thank You Program has been created. Employees or students can notify Human Resources when a City College employee goes above and beyond his or her normal responsibilities. HR will formally present the employee with a personalized thank you note and a candy bar.

There are an unlimited number of examples of superior assistance, work performance and customer service. Some possible examples may include:

- Providing exception customer service to a student or fellow employee
- Consistently demonstrating exception performance every day
- Instilling a professional work environment
- Completing a major project
- Meeting or surpassing a goal
- Overcoming obstacles while completing a tough assignment
- Willingly accepting additional responsibilities
- Motivating or inspiring coworkers and students
- Being a supportive team player

Anyone working at City College is eligible to receive this Thank You recognition. The employee can be full or part-time staff or faculty, an executive, student worker, or RF or non-tax levy employee. Anyone who works for City College can receive this special recognition.

If you would like to nominate an employee because of something extra he or she did, please write an email to ThankYou@ccny.cuny.edu. The email should include the following information: the nominated employee’s name, the nominated employee’s supervisor’s name (if known), the date(s) the employee’s action occurred, the action(s) being recognized and your name. You will receive an automated response when your email is received by Human Resources. If you do not have access to email, please bring the above information to the Office of Human Resources, Room 50, Shepard Hall.

Human Resources will then create a thank you note derived from the information contained in the email. HR will deliver the thank you note and a candy bar to the employee. The employee’s supervisor will receive a copy of the thank you note and, upon the employee’s request, a copy of the thank you note will be placed in his or her personnel file in Human Resources.

Please contact Human Resources at 212-650-7226 if you have any questions.