



Do You Know Any Stars?

Purpose

The *Star Recognition Program* enables faculty and staff to send a note to a colleague in recognition of a job well done. Use the *Note of Appreciation* to say thank you to a colleague and send the bottom portion to Human Resources Management, CP 250. The recipient may win a \$50 American Express Gift Card.

Who is Eligible?

The program is open to all university faculty and staff.

How Does the Star Recognition Program Work?

Write a note to a colleague on the *Note of Appreciation* and complete the attached form. Detach the note, place it in the envelope and give it directly to your colleague. Mail the bottom portion to *HRM – 250 CP* via interoffice mail.

Each month, HRM randomly selects up to four individuals and awards each a \$50.00 American Express Gift Card.

How Can I Participate?

Notes of Appreciation are available at the following offices and locations across campus:

- African-American Institute – 40 Leon Street – West Village F
- College of Science, Dean's Office – 115 Richards Hall
- College of Arts Media & Design, Dean's Office – 102 Ryder Hall
- College of Social Sciences and Humanities, Dean's Office – 420 Renaissance Park
- College of Computer and Information Science, Dean's Office – 202 West Village H
- Bouve College of Health Sciences, Dean's Office – 215 Behrakis Health Sciences Center
- D'Amore-McKim School of Business Administration, Dean's Office – 101 Hayden Hall
- College of Engineering, Dean's Office – 230 Snell Engineering
- Student Financial Services Office – 354 Richards Hall
- Finance Office – 490 Renaissance Park
- Human Resources Management – 250 Columbus Place
- Faculty Club – Columbus Place, 6th Floor
- Latino/a Student Cultural Center – 104 Forsyth Building
- Office of the Provost – 110 Churchill
- School of Law – 120 Knowles Center
- Student Activities Office – 434 Curry Student Center
- College of Professional Studies – 101 Belvidere (at each mail station)
- College of Professional Studies – 50 Nightingale Hall
- Information Services – 231 177 Huntington Avenue
- Facilities Administration – 140 Cullinane Hall
- Marine Science Center – 430 Nahant Road, Nahant, MA 01908
- Burlington Campus – 141 South Bedford Street, Burlington, MA 01803
- Dedham Campus – 370 Common Street, Route 135, Dedham, MA 02026
- Charlotte Campus – 101 North Tryon Street, Charlotte, NC 28246
- Seattle Campus – 401 Terry Ave N. Seattle, WA 98109

Still have questions? Please contact the Customer Service Center in Human Resources, x2230, and ask to speak with the compensation assistant.