The information below is from VPR HR’s website. It covers the local Spot Awards program and an example of the online form used by nominators who want to send recognition.

Spot Awards are given frequently to employees inside and outside of the Provost for exceptional work, and the unexpected ways that staff at MIT go beyond their assigned responsibilities every day. We want the program to continue to be useful to staff for all of their recognition needs, and have expanded the menu of options.

Note: There is a $100 annual limit on Spot Awards. That means that, in any given fiscal year, an individual can only receive up to $100 in Spot Award gift cards.

**Provost Spot Awards**
- $10 iTunes gift card and a thank you card
- $10 Starbucks gift card and a thank you card
- $10 Dunkin’ gift card and a thank you card
- $25 Amazon gift card and a thank you card

**Spot Awards Best Practices**
Recognition works best when it is timely, specific, and relevant. Recognition is not recognition when it is insincere, over-used, used generically (“Everyone is great!”) or delivered well after the time of achievement. To help staff and managers best determine which Bright Spot/Spot Award works best, please see some of the examples below.

**Spot Award $10 Gift Card**
- Appreciate your constant support.
- Thank you for helping to train a new employee.

**Spot Award $25 Gift Card**
- Thank you for your help last minute on a project.
- Contributed a great idea to resolve a problem.
- Pitched in on an office project without being asked.
- Went above and beyond in resolving a difficult problem.
- Thank you for working after hours to help with a project.
- Thank you for your help when I was overloaded.
Ready to Nominate?

1. The Nominator completes the Spot nomination form below and selects a gift from the available options.

2. The gift card and thank you card can be picked up in 11-268 (Gabriella Brown) or we can mail it via internal mail.

   Pickup [ ]  Internal Mail [ ]

3. The Nominator presents Spot award to recipient.

4. We will NOT notify the recipient about the award. You may personally deliver the thank-you card whenever you feel it is appropriate.

   Spot Award Form