

BJC Shines now includes nominations for HSO monthly awards and annual awards. Follow the steps outlined below to nominate a team member.

How to Nominate

Employees can nominate anyone across BJC Health Care for an award the nominee is eligible to receive. Search for an employee using their legal name, pick the nomination program and complete the nomination.

1. Type a name in the **Celebrate Everyday Successes** box and click search to select the correct employee.
2. Select the **Nomination Program** by clicking on the program tile. These program titles can include:
 - Employee of the Month
 - President's Award
 - Leadership Award
3. Click the **Next** button located at the bottom of the screen. Some users may need to scroll down to see it.
4. Complete the nomination form questions.
5. Nominations often allow submitters to upload files to the nomination. Make sure any Protected Health Information is removed or blacked out.
6. Nominations can be saved as a draft and submitted later or submitted immediately.

QUICK TIP: Save your draft every 10-15 minutes. The system times out at 29 minutes and your work will be lost.

Nomination Best Practice:

- Multiple nominations for the same employee isn't always better. Instead, work together to create a singular, robust nomination. Collaborate with your team members to provide additional examples and perspectives on your nominee.

The screenshot illustrates the initial steps of the nomination process. It starts with a search bar labeled 'CELEBRATE EVERYDAY SUCCESSES' where the name 'donna Walton' is entered. A search icon is visible. Below the search bar, a dropdown shows 'Donna Walton, ASST. EXECUTIVE - VP/PRES (E)'. An arrow points to the next screen, which asks 'Who would you like to recognize?' and shows a selection of programs, including 'ST. LOUIS Children's HOSPITAL BJC HealthCare' and 'SLCH Leadership Award'.

Users may need to scroll down to find the nomination program.

BJC Shines will only display nomination programs that the employee's organization is currently accepting nominations for.

This screenshot shows a section of the nomination form titled '3. Please upload any files that support your nomination.' It includes a large dashed box for file upload with the instruction 'Drag and drop a file here or click the button below and choose a file to upload.' and a 'Choose file' button. At the bottom of the form, there are 'Save Draft' and 'Submit' buttons.

Draft nominations are available to view in your profile.

This screenshot shows a user profile for 'Patricia Wagner, CONSULTANT, EMPLOYEE EXPERIENCE'. The profile includes a 'View Profile' link and a list of menu items: 'Settings', 'Proxy', 'Award Codes', 'Budgets', 'Notifications' (with a badge showing '13'), 'Nominations' (highlighted with a red circle), 'Programs', 'FAQs', and 'Sign out'.

Who sees my nomination?

- The nominee and selection committee will see your nomination and it may be used in an announcement or newsletter.
- Nominations do not automatically show on the newsfeed, like a recognition does. They are routed to the nominee's leader or selection committee depending on that specific award's process.

PHI REMINDER

- Please do not include patient protected health information (PHI) identifiers in nominations or any attachments (e.g. name, Medical Record Number, Date of Birth, Date of Service, etc.) Applications that include any piece of PHI may be disqualified and deleted.