

SCHEDULE

- 1 Call for Nominations March 2025
- 2 **Closing date for Nominations** **June 16, 2025**
- 3 Assessment by the Selection Panel(s) June / July 2025
- 4 Confirmation of List of Awardees August / September 2025
- 5 Award Presentation Ceremony December 2025



SUBMISSION OF NOMINATION

Completed Nomination Form and presentation materials should be submitted to the PWSD Committee Secretariat by June 16, 2025 (Monday) through one of the following channels:

MAIL PWSD Co-Secretary (Attn.: Ms. Angel Leung)
C/O Human Resources Office
The Atrium, G/F, Lady Shaw Building
The Chinese University of Hong Kong

EMAIL hro-staff.dev@cuhk.edu.hk

ENQUIRIES

 For enquiries, please contact

Ms. Angel Leung,
Senior Human Resources Manager
3943 8611

Ms. Claire Chan,
Senior Human Resources Officer
3943 5514

Looking Forward to Your Nomination

2025 POSITIVE WORKPLACE SERVICE AWARDS

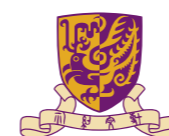
目標一致，歡笑體現！
期待你的提名！

Looking Forward to Your Nomination



正向員工服務獎

2025



香港中文大學
The Chinese University of Hong Kong

Sponsored by Committee on
Positive Workplace and Staff Development

OBJECTIVE

The 'Positive Workplace Service Awards' ('the PWS Awards') Scheme, sponsored by the Committee on Positive Workplace and Staff Development ('the PWSD Committee'), is a biennial initiative first launched in the year 2017. The award scheme covers all staff of various jobs and departments / units. It aims to enable staff recognition not only for the exemplary work outcome but also the individual behaviour and team practices that are conducive to nurturing a positive work culture and atmosphere, as well as achieving 'Positive Performance Management' (PPM) and 'Workplace Courtesy and Civility' (WCC) in the University. The Award Scheme is not a competition. All nominees and teams are champions of our positive workplace. It is a platform to enable them to showcase their best practices and radiate positivity.

CATEGORIES OF THE PWS AWARDS (2025)

 The PWS (Individual) Award	A trophy, a certificate and an award of HK\$5,000	There will be a maximum of 10 PWS (Individual / Team) Awards
 The PWS (Team) Award	A trophy, a certificate and an award of HK\$10,000 (for the whole team)	
 Positive Leadership Award [-cum-PWS (Individual) Award]	A trophy and a certificate	
 Panel's Appreciation Award	A certificate and an award of HK\$2,500 (for individual) / HK\$5,000 (for a team) There will be a maximum of five Panel's Appreciation Awards	

ELIGIBILITY

- All serving full-time appointees on an individual or work team basis.
- A work team should be comprised of two or more serving full-time appointees who work in the same department or who work on a specific project as an inter-departmental work team.



NOMINATION

Nomination for the PWS Awards can be made from CUHK students and staff members. Self-nomination is applicable to the Team Award only but not the Individual Award.

SELECTION PANEL(S) AND ASSESSMENT PROCESS

- The PWSD Secretariat will seek endorsement of the head of department / unit and / or supervising officer concerned before acceptance of a nomination.
- The Chairperson of the PWSD Committee will appoint Selection Panel(s) to review all nominations according to the assessment criteria as set out in the section below.
- The nomination authority and / or the nominees for the Awards may be invited for a meeting with the Selection Panel(s) where necessary.



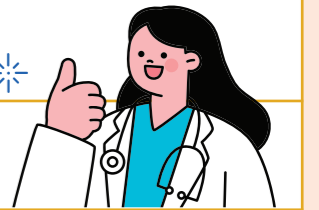
Please click the link for the Nomination Form and other information:

ASSESSMENT CRITERIA

Positive Workplace Service (Individual / Team) Awards



Criteria [Weighting]	Traits / Areas for Appreciation
Positivity [40%]	<ul style="list-style-type: none"> ✔ Demonstrate positive attitude and behavioural attributes conducive to: <ul style="list-style-type: none"> Positive Communication: Be open-minded and appreciative; welcome feedback; listen to understand and ready to help Teamwork Relationship: Develop collaborative and supportive relationship; take ownership & value fairness; willing to go the extra mile Mutual Trust and Respect: Embrace diversity; put things in perspective; empathize with others Work Safety: Show care and concern; comply with safety guidelines strictly Continuous Learning: Have good understanding on work objectives; receptive to new ideas; keen on improving to match with changing needs and new developments; share new learning and best practice with others
Proactivity [20%]	<ul style="list-style-type: none"> ✔ Show clear intention / commitment and take proactive actions to foster workplace positivity and civility
Creativity [10%]	<ul style="list-style-type: none"> ✔ Adopt a new / creative approach to radiate waves of positive energy at workplace
Sustainability [10%]	<ul style="list-style-type: none"> ✔ Pursue positive actions and practices not on an ad hoc or one-off basis, but can last for a long period
Impact [10%]	<ul style="list-style-type: none"> ✔ Bring beneficial outcome(s) to clients, internal customers or other stakeholders ✔ Enhance the image and goodwill of the department and / or the University
Presentation Quality [10%]	<ul style="list-style-type: none"> ✔ Clarity and quality of submission, e.g., presentation in the form(s) of written descriptions, poster(s) and / or video clipping(s), letters of commendations and other supporting reference such as photos that can showcase / highlight the efforts and initiatives in the respective criteria above-named



Positive Leadership Award

Candidates for the PWS (Individual) Award whose behavioral attributes demonstrate growth-orientation at the workplace ('LEAP': Learning, Efforts, Alignment, and Potential) may be recommended by the Selection Panel for the "Positive Leadership Award". The PWSD Committee affirmed its appreciation for team leaders practicing LEAP day-to-day and embracing as a mandatory and integral attribute of their leadership accountabilities in fostering supportive work culture and enhanced job meaning / experience for their team members.

- Encourage team members to focus on learning & development, and to persevere despite setbacks
- Focus on team alignment and support collaboration within and across teams
- Possess other positive attributes appreciated by the Selection Panel
- Strategize & mobilize efforts effectively to attain valued goals
- Grow & unleash team potential, give process feedback and reward progress

Panel's Appreciation Award

Individuals or teams with special good deeds excelling in particular area(s), significant contributions manifesting one (or more) of the core positive attributes, or demonstration of continuous efforts and support in fostering positive workplace may be recommended by the Selection Panel(s) for the Panel's Appreciation Award.

