

## Quick Reference Guide for Jefferson Honors

Doesn't it feel good when someone appreciates your hard work? Spread some inspiration and recognize a colleague today!

**VISIT THE SITE**  
[jefferson.edu/jeffhonors](http://jefferson.edu/jeffhonors)

### CORE PROGRAMS

- Cheers for Peers
- The Daily Difference
- Life Celebrations
- Top of the Klass
- Good Catch
- All-Star
- Miles Mack Community Service Award

**CHEERS FOR PEERS | THE DAILY DIFFERENCE | LIFE CELEBRATIONS**  
 Recognize your colleagues for exhibiting one of Jefferson's core values

### ALL-STAR

Nominate someone who went "above and beyond" the call of duty and displayed our values

### GOOD CATCH

Celebrate someone who identified and addressed a potentially harmful event

### TOP OF THE KLASS

Recognize a team for demonstrating behaviors aligned with Jefferson's Blueprint for Strategic Action

### DOWNLOAD THE EZ THANKS APP

Visit the Jefferson Honors web page and click on "EZ Thanks App" in the left-hand navigation for instructions.

### CALLING ALL MANAGERS!

Managers with a budget can nominate "The Daily Difference" program to award recipients 5 Jefferson Honors Points.

### GET POINTS, GET GIFTS

Get points for being recognized through certain Jefferson Honors programs. Spend points in the online shopping catalog!

### HOW TO RECOGNIZE A PEER OR EMPLOYEE

1. Open the EZ Thanks app
2. Click "Send a Recognition"
3. Select either "Cheers for Peers" to celebrate someone's contribution or "Life's Celebrations" if someone is celebrating a birthday, etc.
4. Enter the person's name, a message, the behavior they showed, and click "Send"

**OR**

1. Log in to Jefferson Honors
2. Type the person's last name under "I'd like to recognize:"
3. Click on the person's name from the search results
4. Select the award you're nominating them for, add a message, note which behavior you've nominated them for, preview and send!

### JEFFERSON'S VALUES

Put People First

Be Bold & Think Differently

Do the Right Thing

### CELEBRATE EMPLOYEE SERVICE MILESTONES

For every 5 years of service, employees can choose a gift from the site. Employees celebrating 20+ years get a personalized website where his or her manager, colleagues, family, and friends can post special messages, photos, links, and more.