

Who is eligible? All CCC employees (Classified, FT/PT Faculty, Administration/Confidential, non-represented (i.e. PT Classified, Student employees, and Work Study students)).

How does this work?

Give a Cougar Shout Out: Complete a **Cougar Shout Out** (use paper form or download a fillable PDF from the Human Resources (HR) division website) for an employee you think should be recognized.

Receive a Cougar Shout Out: When an employee is given a **Cougar Shout Out**, HR will send that employee an email in recognition of the nomination. Each quarter **one** employee from each employee association group (Classified, FT/PT Faculty, Admin/Conf., and non-represented) will:

1. be recognized in the FYI Monthly,
2. receive a certificate of recognition with a copy placed in the respective employee's personnel file,
3. have a picture taken and posted on the wall by HR office, and
4. be recognized at an annual event.

Where can I turn in the Cougar Shout Out? There are a total of 6 drop box locations:

- 1 (one) at the Harmony campus
- 1 (one) at the Wilsonville campus
- 4 (four) on the Oregon City campus (Clairmont, Lewelling, Community Center and HR).

How is the employee selected from the nominations HR receives? The employees will be selected from each association group by the HR team. The criteria will be quite simple. HR will use the College's core themes to determine how best the employee's actions align with the achievement of that theme.

Can an employee be nominated more than once by the same person per quarter? Yes, an employee can be nominated more than once by the same person per quarter or by any other person. Each nomination must be for a different reason.

How many times can an employee receive the actual award (even if the employee is nominated multiple times)? An employee can receive the *Cougar Shout Out* award once each calendar year.

Can my nomination be confidential? Yes, your nomination can be confidential by writing “Anonymous” in the “Reported by” field.

What happens if there is no employee nominated for each category? If there are no nominations for a category/association then that category/association will not be recognized until the next quarter when there is an awardee.

Does the recognized employee HAVE to get their picture taken and posted? No. If you do not want your picture taken, you may send us a photo (from any year of your life 😊) that we can use instead. You may also choose to not have your picture mounted on our *Cougar Shout Out* wall.