## GREATFOLKS

We are pleased to announce an employee to employee appreciation program for all Great Falls College MSU Faculty and Staff. This program, known as the GREAT FOLKS program will allow each of us to recognize outstanding service that we so often receive from our co-workers. I am confident that each of you will want to recognize and encourage your co-workers.

This program is designed to recognize random acts of exceptional service along with other factors as outlined below. These certificates invite a personalized description of the act being commended and serve as a remembrance of the thoughtful and creative ways we work together to accomplish our shared goals. The "GREAT FOLKS" acronym represents the parameters of the award:

**G** – Going the extra mile

**R** – Respect & courtesy

**E** – Excellent work

A – A+ attitude

**T** – Teaching excellence

**F** – Fostering community connections

**O** – Outstanding service

L - Laughter & humor

K - Kindness

**S** – Special people

Please notice the form is in triplicate, so write firmly. When you want to recognize a co-worker, simply complete the form, give the white copy to the co-worker, the yellow copy to their supervisor and send the pink copy to Human Resources. There is also a fillable form on the intranet please print two additional copies one for their Supervisor and Human Resources.

From these returned awards, all recipients will be recognized and entered into a gift drawing that will occur at the Employee Luncheon at the end of Spring semester.

If you have any questions about the program, please call Human Resources 406-268-3701.