

# Annual Celebrations

## Overview, timeline, and how to submit nominations

### Overview

**Annual Celebrations** recognize and celebrate the best of the best individuals and teams who exemplify Cleveland Clinic values and positively impact our care priorities. Nominations are submitted and collected specifically for Annual Celebrations and also drawn from Quarterly Award recipients. Nominations are first reviewed at the institute level and then moved forward to a panel of senior leaders. Individual and team winners receive a **Core Value Award** and are considered for the special **Care Priority Awards** and the prestigious CEO Awards. Award recipients are honored at a celebratory, in-person event. Core Value winners receive a monetary award and certificate. Care Priority Award and CEO Award winners receive additional symbolic mementos.

#### Reasons to consider nominating a team or individual:

- Supports our mission and vision
- Took action or reached a major achievement that demonstrates at least one of our core values and care priorities
- Exhibits behaviors above and beyond normal job duties
- Commits to promoting well-being at work and in the community in significant ways
- Made a significant positive impact on the experience of a fellow caregiver, patient and/or visitor
- Spoke up or took action to prevent significant harm to a patient or caregiver
- Contributed to significant dollar savings for the organization
- Took actions that impacted patient care, business operations, leadership and/or finances at the enterprise or institute/division/hospital level
- Successfully completed complex projects/assignments, relative to job role

### Timeline

<b>Jan. 20-April 30</b>	Nomination period open
<b>May 1-15</b>	Nominations are reviewed by institute
<b>May 29-July 15</b>	Winners selected by senior and executive leadership
<b>July (day TBD)</b>	Winning nominators' notified
<b>July (day TBD)</b>	Winners' and their managers notified

<b>2025 Annual Celebrations</b>	<b>TBD, 2025 - Cleveland</b>
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*\*Timeline is subject to change. Updated as of January 2025.*

## Submitting nominations

1 Login to [Celebrations](#). Click **RECOGNIZE CAREGIVER** in the navigation menu.



- 2 A. The system will list suggested caregivers based on your activity, or you can type a first, last or full name in the search field to select your caregiver. Once you see the caregiver(s) you wish to nominate, click on their card to select them.
- B. You will be automatically advanced to the next step. If you need to make a change, click the **EDIT** icon.

A

1 Who do you want to Recognize?

Search for an employee:

Kathryn koran

Single Recipient Multiple Recipients

Top Matches

Kathryn Koran  
Caregiver Office  
Program Manager III

NEXT

B

Kathryn Koran  
Caregiver Office  
Program Manager III

EDIT


### Nominating a team

1. If you're **nominating a team**, click on **Multiple Recipients**.
2. Search for one caregiver at a time and click on each of their cards to build your team.
3. You'll see each caregiver's name appear as you add.
4. If you mistakenly add a caregiver, you can click on **EDIT** to remove them.



*Please note that team nominations are limited to 20 or fewer caregivers. The Annual Celebrations option will not display if you have more than 20 caregivers selected.*

**3** Click the **Annual Celebrations** tile. Follow the prompts to complete your nomination.



**Annual Celebrations**

Annual Celebrations recognize the best of the best individuals and teams of up to 20 caregivers who exemplify our Core Values and positively impact our Care Priorities. Nominations are first reviewed at the institute level and then moved forward to a panel of senior leaders. Individual and Team winners receive a **Core Value Award** and are considered for the special **Care Priority Awards** and the prestigious **CEO Awards**. Award recipients are honored at a celebratory, in-person event. Core Value winners receive a monetary award and certificate. Care Priority Award and CEO Award winners receive additional, symbolic mementos. [View the nomination process and timing.](#)

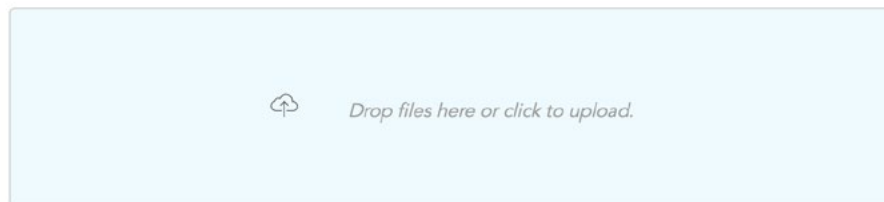
1. Provide the rationale for the nomination. Describe the individual or team achievement, initiative or behavior in details, including how the nominee(s) went above and beyond their role.
2. Select the Core Value that your nominee(s) exhibited and explain how they embodied or demonstrated the selected value.
3. Select the Care Priority that your nominee(s) exhibited and explain how they impacted the selected priority.
4. Select a Category for the nomination and provide additional insight into the nomination and any supporting documents.



The screenshot shows a multi-step nomination form. The first step is titled "What Award do you want to give?". It includes a "Rationale" text area, a "Core Value" selection with radio buttons for: Empathy, Innovation, Resilience, Integrity, Safety & Quality, and teamwork. Below this is a "Core Value Examples" text area. The second step is "Care Priority", with radio buttons for: Care for Caregivers, Care for the Community, Care for the Organization, and Care for Patients. Below this is an "Impact" text area. The third step is "Category", with radio buttons for: Continuous Improvement, Culture of High Reliability, Collaboration, Diversity Recognition, Patient Care, Privacy, Sustainability, Teaching, and Well-being. Below this is an "Additional Information" text area. The final step is "Supporting Documents", which features a "Drop files here or click to upload" button and a list of acceptable file types: doc, docx, pdf, txt, jpg, png. At the bottom right, there are "CHANGE AWARD" and "NEXT" buttons.

**4** **Upload optional supporting documents.** Be sure to review the information below the “File Upload” section to familiarize yourself with accepted file formats, number of files, etc. Acceptable file formats include Microsoft Word, PDF, JPG and PNG. Microsoft PowerPoint files are not accepted.

**Supporting Documents**



A large light blue rectangular area with a cloud icon and the text "Drop files here or click to upload."

Acceptable File Types: (doc, docx, pdf, txt, jpg, png)  
Total files allowed: 5  
Individual file size limit: 20MB

**CHANGE AWARD** **NEXT**