



# What

## Arkansas Department of Education (ADE) Hidden Gem monthly recognition program!

# When

## Monthly

## Why

The ADE Hidden Gem of the month program is a great way for supervisors and co-workers to recognize innovative ideas from employees and co-workers, build connections between divisions and teams, congratulate employees on their hard work, improve employee relationships, provide a platform for employees to share accomplishments, and create a sense of community within ADE.

Scan the QR code below or click [here](#) for the nomination form and FAQ



Do You Know a Hidden Gem within  
ADE?

Click [HERE](#) for more details.

## How

### ADE Hidden Gem of the Month criteria:

- They must be nominated by an ADE employee or supervisor.
- Full-time or part-time ADE employees only (excluding all supervisors).
- They collaborate with other units on projects that have made system improvements.
- Their work has championed change within ADE.
- Their actions embody the core values of leadership, support, and service within our schools, districts, and communities.
- They consistently go beyond expectations.
- They show exemplary and excellent individual and team achievement, contribution, and performance in their work.
- Their achievements positively impact ADE.
- They step up, step in, and take the initiative when others are hesitant.
- They never ask or expect to be recognized.
- They never make an employee feel inadequate because they ask for assistance. #OneADE
- From the date of nomination, the employee may not have a documented disciplinary action during the last one (1) year period (12 month look back period).