



Arkansas Department Education (ADE) ADE Hidden Gem Frequently Asked Questions Deadline – 15th of each month for the following month



Employee Eligibility Requirements

The nominee must satisfy most of the criteria listed below.

- 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).

1. Who is eligible for the Hidden Gem of the Month?

Full-time or part-time ADE employees only (excluding all supervisors).

2. What does the Hidden Gem of the Month receive?

A certificate signed by the Secretary of Education, a reserved parking space for one month (Arch Ford only), a photo and story on the ADE intranet, and a photo display in the ADE foyer.

3. How many times can an employee receive the Hidden Gem recognition?

ADE employees can only receive this award a maximum of one time in a 12-month lookback period.

4. Who can nominate an ADE Hidden Gem of the Month and when is the deadline? How can I nominate someone?

Any current ADE employee can nominate another employee no later than the 15th of the month for the following month's award. Click the [Nomination link](#) to nominate an ADE employee.

5. What if multiple employees are nominated for the same month, who will make the selection?

Only 1 Gem will be selected each month. Completed nomination forms may be submitted to HR between the first and 15th of each month for next month's award. Before the end of each month, the employee of the month selection committee, comprised of three HR employees, will meet to review the nominations and to select the employee of the month. The selection is announced on the first Friday of the following month. **The nomination form is required.**

6. When is the cutoff date to nominate for specific accomplishments?

Nominations are based on excellent job performance, collaborative projects, and innovation efforts which occurred no more than 90 days prior to the deadline for the month which the award is to be given. **The deadline is the 15th of each month for next month's award.** Click [here](#) for the monthly deadline calendar.

7. Can a team be nominated for the Gem of the Month?

No, unfortunately a team cannot be nominated. One member from a team can be nominated.

8. How can I see past nominees or if I have questions?

Visit the [ADE Human Resources website](#), email HumanResources@ade.arkansas.gov, scan the QR code, or click [here](#).