

# “Employee Kudos” Submission Guidelines

*“Employee Kudos” are available to our team members to celebrate DCH-related accomplishments. DCH reserves the right to approve or deny requests.*

*While DCH makes every effort to ensure the dashboard is solely an internal resource for employees only, please understand that as a public agency, any document may be required to be made public at any point. Please draft your correspondence accordingly.*

*\*\*Feel free to contact [dch.communications@dch.ga.gov](mailto:dch.communications@dch.ga.gov) if you have questions in advance of your submission.*

## Examples of kudos content that may be accepted:

- Retirement celebrations
- Exceptional job performance
- Successful project completion
- Office/Division successes; individual/Office community service/volunteer work
- Images: professional headshots; related event photos; front profile; high quality resolution

## Examples of kudos content that may be declined:

- Individual/personal parties
- Non DCH-related announcements with the exception of volunteer/community service work
- Images: unprofessional settings, actions or clothing; partial or side profile shots; low quality resolution



## Content Submission and Publication Process

1. Access the “Employee Kudos” form on the internal communications dashboard.
2. Complete the required fields. *Note: An image of the Kudos recipient is needed. If you do not have an appropriate image, DCH Communications will attempt to include one on your behalf. Please note that this may delay your “Kudos” publication.*
3. Submit the form. You will receive an email notification when the form has been received by DCH Communications.
4. Your Kudos will be reviewed by DCH Communications for adherence to internal content guidelines. Upon initial approval, it will then be submitted to the appropriate manager/supervisor for final approval. You will receive a notification when your Kudos has been approved for manager review.
5. Upon approval from the appropriate manager/supervisor, your Kudos will be queued for publication. You will receive a notification when it is queued, as well as your number in the queue.
6. You will receive a notification when your Kudos is published.
7. If your Kudos is deemed ineligible at any stage in the process, you will receive notification that your submission was not approved.