

HARVARD
heroes



Susanna Katsman, Ed.M.

Work/Life Program Manager

skatsman@hsph.harvard.edu

617-432-1048

Manages Harvard Heroes Program
on the Harvard Longwood Campus





Harvard Heroes program is held every Spring to recognize and celebrate high-performing employees from every part of Harvard.



Participation in Harvard Heroes is completely voluntary.

You can also choose to nominate anonymously.



Here is how to nominate:

- Fill out an [online nomination form](#)
- Pick up a paper nomination form from [Human Resources](#)
 - For help filling out the paper nomination form leave a voice message for Susanna Katsman at 617-432-1048. Someone can go through the nomination form with you and help you fill it out. We can also find someone to translate if you are more comfortable filling it out in your native language.



Eligibility Criteria

Administrative/professional, support or service and trades staff members who have at least one year of benefits-eligible service can be nominated as a Harvard Hero.

Faculty, post-doctoral fellows, temporary employees, students, and co-ops are not eligible.



When nominating someone make sure to explain in the nomination what makes your colleague worthy of being considered a Harvard Hero:

- Review the Harvard Heroes [Selection Criteria](#) and think about the extra things this person does to produce top notch results.
 - What makes this person wonderful to work with?
 - What do you admire most about this person?
- Describe in detail what makes this person stand out.



Submit the nomination by the deadline:

March 14, 2016



The Nominee Breakfast is a special event where nominees get to know each other and are recognized by senior leaders from the Harvard Medical School, Harvard School of Dental Medicine and the Harvard T.H. Chan School of Public Health.



How are Harvard Heroes selected?

- A Selection Committee is made up of staff from all three schools, most of whom are former Harvard Heroes.
- The Selection Committee does not see names, job titles, departments, or any other identifying information about the people who were nominated. They choose Harvard Heroes based on the description of that person's contribution.
- This is why it is so important to describe as clearly as possible what makes your nominee exceptional!



Out of dozens of nominees the Selection Committee must choose:

- 1 Hero from the Harvard School of Dental Medicine
- 4 Heroes from the Harvard T.H. Chan School of Public Health
- 7 Heroes from the Harvard Medical School



Once the 12 Harvard Longwood Campus Heroes have been selected, Susanna Katsman notifies each Hero's manager.

The Hero may learn about this honor in a one-on-one meeting with their manager or sometimes more colleagues are involved.

We do our best to make it a surprise for the Hero!

HARVARD *heroes*



The University wide [Harvard Heroes celebration](#) will be hosted by President Faust in Cambridge on June 6, 2016.

Everyone is welcome to attend and celebrate the Harvard Longwood Campus Honorees!