

Schlumberger



The Rewards of Excellence

The Rewards of Excellence Admin Guide

- Your Guide to Using Schlumberger's performance recognition site

At Schlumberger, we know that recognizing people for excellent performance creates a positive work environment where employees are fully engaged. People continue to do those things that bring positive responses from others. *The Rewards of Excellence* performance award program will recognize employees who live our values and go above and beyond to exceed expectations and achieve extraordinary results. This guide will help you understand how to use the performance recognition web site. It covers Eligibility, Nomination, Approval, Presentation, and Award Ordering. If you have further questions, please contact Linda Wilcox at (866) 866-8313, ext. 40120.

> Criteria and Our Values

Values are the principles that guide our work at Schlumberger. They are not job specific and can be exhibited across different departments. By understanding our values, we can ensure that recognition is based on a clear set of criteria.

> Our Values

- Teamwork
- Value Creation
- Innovation
- Customer Service
- Social Responsibility
- QHSE
- Performance Management



> Steps To Completing A Nomination



> How to Register with the System

Before you can begin using *The Rewards of Excellence* site, you must register with the system.

1. Click the “register” link located in the top right hand corner of your screen.
2. You will be taken to the “Account Lookup” page. Enter your first and last name into the appropriate fields. Click “Find.”
3. Choose your name from the populated list by clicking on it.
4. Click “Select.”
5. An e-mail containing your system password will be sent to you.
6. Once you receive your password you can log in and begin submitting nominations.

Any Schlumberger employee may nominate other employees for The Rewards of Excellence program. You can access our company’s performance recognition web site at www.hub.slb.com/rewards.

When nominating, compare your nominee’s actions with the values presented on the site to determine if the achievement merits an award. Recognition is categorized into four levels: Thank You, Nice Work, Great Job, and Wow.



STEP

1



SUBMIT

STEP

2



APPROVE

STEP

3



PRESENT

STEP

4



ORDER

1 SUBMIT



How to Submit an Award Nomination

1. Visit www.hub.slb.com/rewards
2. Click on the link "Start A Nomination." You will be asked to login to your account using your LDAP alias and password.
3. Answer each of the Nomination Wizard's® questions to best describe the nominee's accomplishment.
4. A nomination form with the Nomination Wizard's® award level recommendation will appear once you have submitted your answers to its questions.
5. Enter the nominee's first and last name into the appropriate fields. Then "Click" Find to locate the person in the system. Then "Click" on the person's name to highlight. Then "Click" select.
6. Enter a description of the nominee's achievement and a personalized thank you note to appear on the award certificate presented to the nominee if the presentation is approved.
7. Spell check the form.
8. Click "Submit" to complete the nomination.



2 APPROVE

No approval is needed to send a thank you e-card, however, the appropriate manager must approve nominations for the Nice Work, Great Job, and Wow levels before these awards can be presented.

How to Approve a Nomination

You will receive an approval notification e-mail. Click the link provided in this e-mail.

Read the nomination details carefully.

Choose whether to approve or decline the nomination by clicking the links labeled “Approve” or “Decline.”

If you choose to decline a nomination, please provide an explanation in the space provided.

Click “Submit” to complete the approval process.

If you are the final approver, give the access code to the award presenter (see section 3 for more information).



3 PRESENT

An award presentation should be a special event, where the recipient's co-workers are assembled. The manager should describe the recipient's accomplishment and present the employee with *The Rewards of Excellence* presentation card and access code.

How to Present an Award

An example presentation is provided for you to use as inspiration.

INTRODUCTION:

1. Begin your presentation by letting everyone know why you have called for the gathering.
2. Tell a story using S.A.I.L.
 - **Situation:**
Describe the situation that led to the employee's above and beyond performance.
 - **Action:**
Tell his or her peers exactly what action the employee took to distinguish their work as deserving of recognition.
 - **Impact:**
Emphasize the impact of the employee's accomplishment for the organization.
 - **Link:**
Make connections between the employee's actions and the organization's core values.
3. Invite Peers to Participate:

If other co-workers have witnessed this employee's outstanding contributions, invite them to share their experiences as part of the presentation.

More training is available at our Just-In-Time Presentation Training site:
<http://www.octanner.com/prc/>

4 ORDER

The recipient will enter the Access Code into a field on The Rewards of Excellence web site to view, select, and order an award. Recipients will receive an e-mail confirming their selection.



How to Order an Award

1. Go to *The Rewards of Excellence* web site. Click on the link labeled "Order an Award."
2. Enter the access code listed on the award presentation card into the appropriate field. Click "Continue."
3. Once you have entered the award selection site, you will be able to shop from six different award categories.
 - Can't decide which award you want?
You can create a favorites list to keep track of the awards you like best.
4. When you have chosen an award, click "Order."
5. Fill in the appropriate shipping information. Please note that you will not be able to ship awards to your work address.
6. Once your order is complete, you will be taken to the confirmation page where you will receive your order number. *

* To check the status of an order, enter the access code and you will be taken to the order confirmation page. A tracking number will be displayed if the order has been shipped. Customer service information is also provided.



Questions?

Contact Human Resources or your Manager