
Guidelines for Local Challenges

Motivating your Admissions Team is of critical importance to the Director of Admissions. To assist a Director to effectively recognize his/her team, Admissions has established a national recognition and awards program. For all national recognition programs, refer to the current year Recognition and Awards Guide. In cases where a local challenge is needed to motivate or drive critical success metrics, the guideline below must be adhered to in order to be consistent with the Westwood College Code of Business Conduct & Ethics as well as all regulatory guidelines.

Administration of Local Challenges:

1. Local challenges are permitted as long as they are not solely focused on enrollments
2. Local challenges should be focused on a team result rather than an individual result whenever possible and cannot be individually focused on enrollments
3. Local challenges cannot involve cash rewards or paid time off (acceptable awards are listed below)
4. All local challenges must be understood and approved by the Area Vice President of Admissions
5. Outline of the approved challenge must be kept on file with the Area Vice President of Admissions and available to be reviewed by institutional leadership at any time
6. Under all circumstances the Director of Admissions and Area Vice President must act with the highest level of integrity whenever creating or implementing local challenges.

Acceptable Awards:

1. Individual employee dinner or other meal as long as it is with the employee's direct supervisor or above (this is not considered compensation)
2. Team building such as a group dinner or event
3. Professional development such as a seminar or class
4. Gift cards in small amounts are acceptable for rewarding employees except for anything to do with enrollments. In addition, gift cards could be considered compensation so please refer to the payroll department for specific acceptable compensation guidelines.)

For questions or guidance regarding challenges of any kind, please contact the Chief Admissions Officer or National Director of Admissions Training and Operations.