Employee Recognition

Elements of Impactful Recognition

**Personal**
Recognition should be provided in a way that is meaningful to the employee. Not sure how to do this? Ask your employee.

**Relevant**
Recognition should be relevant to an employee’s work, goals and values of their department, and their role as an employee.

**Authentic**
Recognition should be genuine, trustworthy, and original.

**Immediate**
It is important to give recognition in a timely manner.

**Specific**
Be clear about the recognition. Not only does this add value, but validates an employee’s work and strengthens alignment.

**Empowering**
Intentional and authentic recognition serves as motivator, inspiring employees to perform their best. It fosters a sense of pride, ownership and commitment.

Ideas for Employee Recognition

- Thank your employees! (verbally, via chat, email, or a handwritten thank you note)
- **Send Praise** to employees via Microsoft Teams
- Send an email of kudos and copy upper-level supervisors
- Notice their knowledge or strength in a subject area and ask them to lead a group or project
- Sponsor staff members to be included in high-profile projects
- Recognize them at a team meeting or department-level meeting
- Take time to celebrate birthdays and work anniversaries
- Provide verbal and written feedback on projects or goals
- Employee of the Month (Based on a goal or core value)
- Encourage peer recognition
- Ask your employees how they like to be recognized
- Pass out a rotating trophy
- Provide professional development opportunities
- Nominate them for a university award