

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