



EMPLOYEE RECOGNITION

A LITTLE THANKS
GOES A LONG WAY

What is Employee Recognition?

A range of formal and informal practices in the workplace that support *organizational values*, goals, objectives, and priorities through *positive reinforcement*.

As part of creating a great team environment, this slide deck will offer some ways to utilize informal recognition.





*Employee Recognition is
important because it boosts
employee:*

Morale

Motivation

Loyalty

Ownership

Productivity

Retention

*Recognition
is essential to a **high**
performance culture.*



1. Timely
2. Specific
3. Appropriate
4. Authentic
5. Meaningful
6. Relevant

*Recognition works
best when it is:*

Schedule The Recognition

Schedule or set aside a time specifically for the team member's recognition.

Put a specific time on the calendar to call out great work or celebrate a career anniversary. To create memorable experience, recognition deserves its own special space and time.

For service anniversaries, consider delivering cards or certificates to the employee's office through Campus Mail, then hold the virtual presentation.

For celebrating accomplishments, you may want to make it a surprise in a team meeting (if you think the employee enjoys surprises), and email the certificate or award after the presentation.



Turn on your video.

Zoom burnout can be real, but during a recognition presentation, seeing everyone's faces and smiles contributes to the meaningfulness of the experience.

Make it feel as close to the real thing as possible by having everyone on the call visible in real time on the screen.



Video. Unmute. Smile!

Here's a best practice that doesn't need to change just because we are physically separated. During your Zoom calls, give peers a chance to tell stories of team victories, battles won, and all the times when the recipient's great work carried the day.

Invite other team members to speak and say a few words about their peers who are being recognized.

Think of interesting backgrounds that help recognized the individual. For example, everyone on the call can show up a few minutes prior to the individual who you are celebrating and hold up a "Happy 5th Anniversary with CWRU!" sign.

If the person who is being recognized does not mind having their picture shared, perhaps you can start off the meeting with their picture displayed and take turns to say "Happy Birthday!" or "Great work on the recent project!"





Get Creative!

Play a song or share a poem. Send the recipient a virtual gift card or a Grubhub gift certificate via e-mail.

Do everything you would have done in person--just do it through Zoom. Then tell the recipient what makes them essential to your team.

Don't let a little distance rob you of your team building traditions.



Don't Forget Team Recognition

Show Recognition for Everyone's Contributions

Recognize your team for:

- Team Projects
- Presentations
- Difficult Assignments
- Deliverables on a Tight Deadline



Say 'Thank you!'

- Saying 'Thank You' goes a long way.
- Its Low Cost, but has a High Impact
- You can say thank you by:
 - Heartfelt E-mail to your team
 - Ending Zoom meetings and Conference Phone Calls with 'Thank You for your hard work.'

