

HOW DO YOU SHOW APPRECIATION?



RECOGNIZE YOUR TEAM TODAY & BEYOND



1. Shout-Outs

- Post on your department's social media page or communicate in a group message how one of your team members exceeds expectations.
- Write a LinkedIn recommendation for an employee on your team.
- When your colleague is celebrating a work anniversary, acknowledge them!

2. Birthday Billboard

- Recognize birthdays on a white board or a sign in your office.
- Visit The Jolly Scholar for a team lunch.

3. Take Time

- Send an email or a handwritten thank you note to an employee going above and beyond.

4. Suggestion Boxes

- Collect general feedback from your team by using a suggestion box in your break room or common area.

Write a thank you note of appreciation to a team member below. They can keep this note in their office & be reminded of your appreciation for them every day!

THANKS FOR ALL THAT YOU DO!

TO: _____

FROM: _____



CASE WESTERN RESERVE UNIVERSITY
Department of Human Resources