

Recognition Tips

Recognition for a job well done is one of the top motivators of employee performance. Recognition can be delivered in many ways, but the key to effective recognition is including as many of the following elements as possible.

- **Timely:** Recognition should be given as soon as possible after the desired behavior or achievement, encouraging employees to repeat or increase those desired behaviors. Delayed recognition often weakens the impact of the achievement.
- **Specific:** Specific recognition provides the context for the achievement. By providing specific details of why you're recognizing an employee or a team it signals what is valued by the organization. It's important to recognize not only the employee's actions, but the positive outcome of those actions. When nominating someone for an award, use the Message to Recipient section to be as specific as possible about why the achievement or behavior deserves recognition.
- **Sincere:** Express sincere appreciation for the accomplishment. The online tool makes recognition convenient, but your sincerity makes the recognition personal. Take a few moments to say why you are valuing and appreciating the person or team for their accomplishments. Be sure to link your message to the value demonstrated or objective achieved.
- **Appropriate:** Match the degree of recognition to the level of achievement. Effective reinforcement should take into account the significance of the achievement. An employee who completes a long-term project should be rewarded more than one who simply does a favor for you. The reward should be a function of the achievement and its impact on the business, as well as the employee's contribution and time investment.

Manager Tips: Most employees prefer recognition to be delivered or acknowledged by their immediate supervisor, and usually within their peer group. However, not all employees enjoy public recognition, so please use your best judgment and take your employees' individual preferences into account. And remember, to avoid creating an atmosphere of winners or losers, always emphasize the accomplishment, not the reward.

Additional Resources: When recognizing people from other cultures, take the time to learn about their local values and customs.

If you are unsure what award level is appropriate for the recognition you want to give, use the **Award Advisor** to help you determine what recognition level is appropriate

based on the employee's contribution level, breadth and depth of business impact, and values displayed.