

SUSTAIN LONG-TERM EMPLOYEE ENGAGEMENT WITH EFFECTIVE RECOGNITION

79% of 'Resignation' related Turnover stated it was based on a lack of recognition.

*Employees Surveyed with High Morale yielded a productivity
Return-on-investment of 8.7 –vs- 2.4 with average morale.*

A complete recognition program blends frequent, spontaneous recognition with longer-term, more formalized forms of recognition. This allows you to reward desired behavior in the moment while also highlighting continued progress and milestones.

FOUR FORMS OF RECOGNITION

1 CULTURAL (DAILY/WEEKLY)

- a. Informal/spontaneous
- b. Examples of company/team priorities to recognize: completion of assignment, contributing an idea, being proactive
- c. Ideas for recognition: Low cost / High touch: thank you cards, early day, team awareness, verbal kudos, inclusion on projects that build desired experience or tap into existing subject matter expertise

2 EXCEPTIONAL PERFORMANCE (MONTHLY/QUARTERLY)

- a. Semi-formal – recognize in the moment, but establish a plan to create opportunities for this type of recognition on a monthly or quarterly basis
- b. Examples of company/team priorities to recognize: exceeding goals, going above and beyond expectations, beat your best
- c. Ideas for recognition: trophy, newsletter/executive accolades, 30-day visibility, monetary gesture (gift card), team ceremony

3 CAREER MILESTONES (ANNUAL)

- a. Formal
- b. Examples of company/team priorities to recognize: work anniversary
- c. Ideas for recognition: certificate/souvenir, email blast to regional audience, team celebration

4 TEAM/COMPANY MILESTONES (ANNUAL)

- a. Formal
- b. Examples of company/team priorities to recognize: meeting team goals, anniversary of company's founding
- c. Ideas for recognition: personally thank each team member and highlight their contribution to the achievement to help them feel part of something bigger, formal event celebration, high energy, high touch, company-wide visibility

SEVEN MUST-HAVE RECOGNITION INGREDIENTS TO ACCELERATE TO HIGH ENGAGEMENT

1. **Reinforces** the company's goals and priorities
2. **Proportional** to the achievement
3. **Timely** in presentation
4. **Visible** to others
5. **Sincere** gratitude expressed
6. **Specific** details of achievement given
7. **Personalized** to the priorities or interests of individual

Employee Recognition Plan



STEP 1

Learn what matters to your team.

Employee Names:							
Work Anniversary							
Birthday + Y/N like to celebrate							
Interests/Priorities							
Recognition Ideas							

STEP 2

Align your company/department priorities with your team's priorities to ensure an effective engagement accelerator.

Recognition Type	Priority worth recognizing	Personalized form of recognition	Frequency-Timing?	How delivered? (Informal? Formal?)	How automate for consistency?
Cultural					
Daily					
Weekly					
Exceptional Performance					
Monthly					
Quarterly					
Career					
Annual Milestones					
Team/Company					
Annual Milestones					

STEP 3

Ensure seven must-have's.

Reinforces Priorities? Timely? Specific? Sincere? Proportional? Visible? Personalized?