

## EMPLOYEE RECOGNITION CHECKLIST

Periodically rewarding and thanking your staff will greatly improve their performance, it will make for a better work environment, and will also boost moral, creativity, and loyalty; among other benefits.

Use the following tools to set your own **EMPLOYEE APPRECIATION PROGRAM**

The most crucial step is showing your appreciation. Here are some ways to show your team gratitude. Check the ones you already use and make a note on how to use new ones.

- Welcome aboard gifts
- Creative thank you notes
- Corporate wellness programs
- Incentives and bonuses
- Team lunches/happy hours

Create regular individual meetings where you evaluate and thank your employees and staff using the following criteria. Which ones do you already use? Which ones would be good to try?

- Reward outstanding performance
- Evaluate employee remuneration based on competition and regulations
- Reward meeting goals
- Reward extra time (shows up early, stays late)
- Ask for feedback and criticism
- Shows enjoyment in learning and training
- Shares opinions and knowledge with peers
- Provides valuable input
- Goes the “extra mile”
- Gives credit and thanks to peers and managers

Other tools you can use to nurture an environment of gratitude include:

- Use a platform for public employee recognition.
- Tie employee recognition to company core values.
- Create timely, specific, authentic, and frequent employee recognition practices.
- Use numbers to show employee performance impact on the company
- Enable peer-to-peer systems of reward and recognition

Creating systems and platforms to reward, thank, and recognize employees is a crucial first step. Now, check out the fantastic range of recommended products for employee recognition