

Employee Recognition Ideas

Give all support and administrative staff a hand written thank you note highlighting their strengths and recent accomplishments. Provide managers with enough cards for each of their direct reports and arrange to have the senior leader of the department sign the cards as well.

Recognition for performance

1. At the end of each day, jot down 3 things that went well. Share those things with employees the next morning.
2. Ask employees to forward emails of praise and thanks to their managers.
 - a. Post the printed emails on a recognition bulletin board.
 - b. Have managers read them out loud at a department meeting.
 - c. If there's one that stands out for the level of effort or achievement or someone who has received multiple emails, recognize that person(s) with a Spot Award.
3. Spend 10 minutes at the end of a management or team meeting recognizing someone in the department for excellent work.
4. Provide managers with thank you notes and small denomination gift cards. Ask them to give out at least one Spot Award per week.
5. Team recognition activity: Create a page for each member of the team with his/her name printed at the top. Pass the pages around the table, having everyone write on each person's page one thing they appreciate about that person or an accomplishment they want to recognize. Everyone gets their own page back filled with praised attributes and accomplishments.
6. Host a potluck lunch or breakfast where the managers do the cooking. Have each manager talk about the accomplishments of his/her group.
7. Ask your department senior leader to attend a group/team meeting to share with staff what the group is doing well, how their work helps the department reach its goals, and what the focus should be for the next 6 months.
8. 60-second, 3 step recognition:
 - a. Tell the employee exactly what he/she did that was good.
 - b. Tell him/her what department or team value or goal he/she achieved.
 - c. Say thank you.
9. Ask staff for their top 3 low-cost, on-the-spot recognition preferences. Customize recognition based on these preferences.

Morale and perks

10. If your department has a more formal dress code, establish a casual dress day (e.g., every Friday throughout the summer or any Friday before a holiday weekend)
11. At a staff appreciation day or event, invite anyone who is interested to give a short presentation or demonstration on a topic that's near and dear to them – work or non-work related (a department-wide, mini-IAP).
12. Adopt the Libraries' practice of recess – short 30 minute breaks 1-2 per week for throwing a Frisbee, taking a quick walk, picking up a coffee, or in bad weather, playing board games or cards. Have managers or team designees round people up for these breaks.
13. Invite staff to make suggestions for sprucing up a shared area of the office. Incorporate as many of their ideas as possible.
14. Organize a plant and/or office decorations swap.