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Easy Ways to Rock at Employee Recognition



Why is [employee recognition](#) so important? Workers are much more likely to stay at your company if their efforts are valued and acknowledged. In fact, in an OfficeTeam survey, more than half (51 percent) of professionals said it was at least somewhat likely they would leave their jobs if they did not feel appreciated by their managers. Recognizing workers for their contributions can [boost morale](#) and productivity.

Not sure how to best show gratitude to your staff? Here are some employee recognition ideas to consider:

- 1 Say thanks.**
Regularly acknowledge employees' great work verbally. Point out how their efforts will help the company, or assist clients and customers.
- 2 Put it in writing.**
Prepare a handwritten thank-you note or copy senior executives on an email about a worker's accomplishment.
- 3 Publicize achievements.**
Feature standout employees in the company newsletter or recognize them at a staff meeting.
- 4 Keep a record.**
Save reminders of each worker's contributions so you have that information handy and can refer to it during performance reviews.
- 5 Spread the word.**
Share a message sent by a customer or other stakeholder lauding the work of a fellow staff member.
- 6 Let them show off.**
Arrange for team members to present the results of a project to company leaders.
- 7 Encourage professional development.**
Reimburse employees for participation in industry associations and conferences. Give them subscriptions to work-related publications.
- 8 Support continuing education.**
Offer tuition assistance for [courses](#) that will help them in their jobs and subsidize the cost of exams required to attain professional certifications.

9 Award them.

Nominate staff for external or internal accolades, such as “employee of the month.” Company awards may come with enviable prizes like a reserved parking space.

10 Meet and eat.

Treat your direct reports to lunch to discuss career goals and department objectives.

11 Provide monetary rewards.

If budgets permit, consider [spot bonuses](#) or [salary increases](#) for achievements.

12 Give a little.

Offer gift cards, movie passes or sporting event tickets to employees who go above and beyond on a project.

13 Show your appreciation.

Hand out personalized certificates or plaques for accomplishments.

14 Treat them.

Bring in goodies like cupcakes or doughnuts for the team to enjoy.

15 Celebrate milestones.

Organize team lunches or off-site outings to recognize the completion of projects or special events, such as work anniversaries.

16 Give the gift of time.

Offer time off or extra vacation days for a job well-done.

17 Introduce them to management.

Reward workers with a coffee or lunch meeting with company executives.

18 Offer the power of choice.

Give strong performers the first option of working on desirable or challenging projects.

19 Develop leaders.

Recognize an employee’s skills by asking him or her to [mentor](#) others.

20 Present advancement opportunities.

Have a policy of promoting from within, and make sure staff members know there’s a path to growth in your organization.

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