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Employee Recognition Prgm. Checklist

An employee recognition program can help maintain or improve positive workplace relationships and teamwork, as well as encourage a compassionate, thoughtful culture. Employee recognition can also have a positive impact on employee retention, and often even help with efforts such as recruitment. There is no one-size-fits-all approach for developing and implementing employee recognition programs, but there may be some best practices to making it successful. As your organization considers how to launch an employee recognition program, create and adjust it with your employees' wants and needs in mind so they feel a sense of belonging in the workplace and feel appreciated for their hard work. Use this checklist as a general guide when developing and imple-menting a recognition program.

Reviewed Conducted By:

Signature: **Date:**

Selecting a Program	
Tie employee recognition to the organization's core values.	☐
Tie employee recognition to talent strategies.	☐
Reinforce and reward positive behaviors.	☐

Developing a Program	
Ensure the program reinforces the overall business goal.	☐
Enable peer-to-peer employee recognition.	☐
Identify clear recognition criteria and requirements.	☐
Establish a budget for recognition efforts (i.e. investing 1% of payroll).	☐
Select incentives (intangible or tangible).	☐
Use a platform for public employee recognition.	☐

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Implementing a Program	
Lead from the top.	☐
Train managers to do the following: • Help employees understand the impact their performance has on the organization's goals and how they drive the business to succeed. • Discuss the approach for managing and rewarding individual and teams. • Explain how the program works and how employees can achieve recognition. • Learn ways to motivate and inspire others. • Learn how to communicate needs, expectations and goals clearly. • Deliver praise in a sincere and timely manner.	☐
Provide a clear, written policy and guidelines about the program and its criteria.	☐
Provide details of the action or behavior being recognized.	☐
State the impact by explaining why certain employee actions matter and ultimately move the organization forward.	☐
Make employee recognition authentic.	☐
Make employee recognition timely.	☐
Make employee recognition frequent.	☐
Recognize the everyday actions and behaviors.	☐
Maintain the recognition process and overall program.	☐

Evaluating and Improving a Program	
Ask employees for program feedback.	☐
Measure whether certain skills or awareness levels have changed.	☐
Evaluate whether behaviors have changed.	☐
Consider both direct and indirect measures of impact from the program.	☐
Adjust the program if it is not meeting program goals or employees' needs.	☐
Keep the lines of communication open.	