

Checklist: Employee Recognition/Awards

Service Award Checklist

- Review tenure of existing employees and establish meaningful award periods (1 year, 5 years, 10 years, etc.).
- Establish budget based on number of employees and types of awards desired.
- Select awards (pins, certificates, plaques etc.).
- Establish a procedure for monitoring awards that are due.
- Establish a process for recognizing awards (luncheon, staff meeting, etc.).
- Evaluate success of program via turnover analysis, employee attitude surveys, etc.

Recognition Program Checklist

- Develop criteria for recognition eligibility (i.e. customer service, sales, cost savings, etc).
- Establish forms and procedure for submitting and reviewing nominations.
- Project number of awards per year based on eligibility and criteria and establish budget.
- Select meaningful recognition items (gift certificates, time off with pay etc.).
- Communicate program objectives frequently to remind staff to submit nominations.
- Establish a process for recognizing recognition awards.
- Evaluate success of program periodically and modify accordingly.

Suggestion System Checklist

- Establish location to submit suggestions (i.e. lunch/break room) and provide forms.
- Provide guidelines for types of suggestions (cost savings, process changes, etc.).
- Establish procedures for review of suggestions.
- Respond to each suggestion in a respectful and timely manner.
- Encourage those with general complaints to address them to the human resource department.
- Establish reward system (i.e. percentage of cost savings) for suggestions that are adopted.
- Communicate company's willingness to accept suggestions.
- Provide recognition (in addition to rewards) for suggestions that are adopted.