**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.