**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.