Reasons for Recognition

- Exceptional customer service, initiative, enthusiasm & energy
- Immediate recognition for performance
- Completion of a project or event
- Working on projects or initiatives outside the realm of normal work duties
- Consistently good performance of regular duties over a long period of time
- Active participation in projects
- Applying new skills & knowledge
- Meeting goals & targets
- Displaying loyalty & commitment to the State of Nebraska
- Initiative taken quickly to nip a problem in the bud
- Demonstrating innovation – new ideas & initiatives
- Extraordinary effort
Ideas for Recognition

No Cost:

- Acknowledge employee in departmental meetings
- Write several thank you notes on 'post-its' and hide them among the work on the employee’s desk
- E-mail acknowledgement to entire staff
- Request a letter of appreciation to the employee from the Division director or administrator
- Set up a flip chart and have the employee’s co-workers write a note of appreciation to the employee
- Leave a voice mail praising employee
- Write a letter for the employee’s personnel file
- Send a letter of appreciation to employee’s home
- Face-to-face praise/thank you from management
- Give extra casual days
- Flex an employee’s schedule
- Recognition day for various classifications of employees, i.e., staff assistants, nurses etc.
- Pass on positive comments you heard about the employee
- Provide learning/development opportunity
- Give them a choice of work assignments
- Acknowledge employee on recognition website

Low Cost:

- Have appreciation cards available for employees to recognize their peers
- Remember an employee’s birthday and work anniversary with a card or a note
- Give books/CDs
- Dedicate a bulletin board in your work area to recognition
- Give candy bars with messages of appreciation (i.e. note with a Peppermint Pattie…”Thanks for your Commit “mint” to excellence; Or, with a Tootsie Roll…”For being a great “roll” model;” Or, a Mounds Bar because “You deserve “mounds” of appreciation.”
- Candy jar
- Caps/shirts/sweatshirts
- Certificates of appreciation
- Cookies/food days
- Decorate office area
- Desk items
- Monetary (Gift cards, certificates)
- Event Tickets/Movie Passes
- Flowers
- Inspirational poster/calendar
- Take an employee to lunch
- Provide an opportunity for training
- Plan a picnic on the mall
- Play money recognition – highest amount at end of year gets award
- Celebrate professional recognition days (i.e., administrative assistants, bosses, etc.)
- Honor an employee with a plaque
- State park pass, Zoo admission tickets
- Give a stuffed animals with message (i.e., giraffe - for sticking your neck out & taking a risk)