

## **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)