

Recognizing and Rewarding Employees Best Practices

Summary:

- Praise and recognition are as simple as saying thank you.
- Remember to specifically state why the employee is being recognized
- There are many [awards available](#) to recognize your staff, visit the [Office of Strategic Resources](#) to learn more:
 - Special Act or Service
 - Quality Step Increase
 - Certificates of Appreciation
 - Time Off
 - Length of Service
 - Quarterly Star
 - Honorary
- Your office can establish its own recognition process. Be creative.
- Encourage your direct reports to recognize each other for their contributions.

Information You Need to Know:

Why Recognize? Research indicates that recognizing staff is critical to engage and retain employees. Employee recognition has been linked to...

- Reduced employee turnover & stress
- Improved employee morale & satisfaction
- Increased employee motivation & engagement
- Increased performance & productivity
- Higher customer satisfaction & loyalty
- Enhanced ability to attract talent
- Higher organizational profitability

Source: Beyond the Paycheck, American Management Association

How-to Recognize?

Recognition is easy: It can be done by anyone and at any time. And it can be as simple as saying, "Thank you."

Here are a few ways to recognize individuals:

- Verbal Communication (one-on-one or in front of a group).
- Written Communication (hand written or typed note of appreciation or an e-mail)
- Awards through ITA and the Department, visit the [ITA Awards Web site](#) to learn more.

However, make sure you are aware of the individual's preference for recognition, as some individuals do not like to be recognized in front of others.

The key to successful recognition is to be timely and specifically state why the individual is being recognized.

Remember it only takes a minute. So what are you waiting for, take a minute out of your day to praise your employees, peers, supervisor and upper management for their hard work and contributions.

Peer Insight:

We want to hear from you. Do you have any suggestions on how to reward and/or recognize employees? Do you have any tips or best practice ideas? Please share your ideas with ITA at ITABestPractices@mail.doc.gov

At this time there are no best practices from ITA Leaders.

For more information on this topic check out these resources:

Web sites:

[Top Ten Ways to Show Appreciation to Employees](#)

[Five Tips for Effective Employee Recognition](#)

[The Power of Positive Employee Recognition](#)

[How to Write an Employee Recognition Letter](#)

[Making Creative Use of Employee Recognition Programs](#)

[Celebrate Your Accomplishments](#)

[Everything You Thought You Knew About Recognition Is Wrong](#)

[Top 10 Ways to Recognize and Reward Employees](#)

[The Power of Praise and Recognition](#)

Webcast:

[Beyond the Paycheck: Keeping Your Employees Inspired, Engaged and Productive](#)

Books:

1001 Ways to Reward Employees by Bob Nelson

This is an extremely handy book for any manager who is trying to find effective ways to provide recognition to his/her employees. The author covers a huge array of possibilities for formal and informal rewards, as well as performance based awards. The book is well organized and has hundreds of anecdotes describing creative techniques that supervisors in different companies have used effectively to show their appreciation to employees.

How Full is Your Bucket? *By Tom Rath and Donald O. Clifton*

This short book has a message that is as valuable as it is simple: look for the good in people and praise it. The authors cite numerous studies that have shown that people are far more motivated and productive when their self-esteem is high due to praise and positive feedback. On the other hand, when people go around emptying the "emotional buckets" of others, they invariably poison the chemistry in the workplace and destroy everyone's morale (including their own) in the process. This book makes a very compelling case for using a predominantly positive approach to interpersonal relations in the workplace--and getting rid of poisonous personalities.

