# **Employee Recognition Plan**

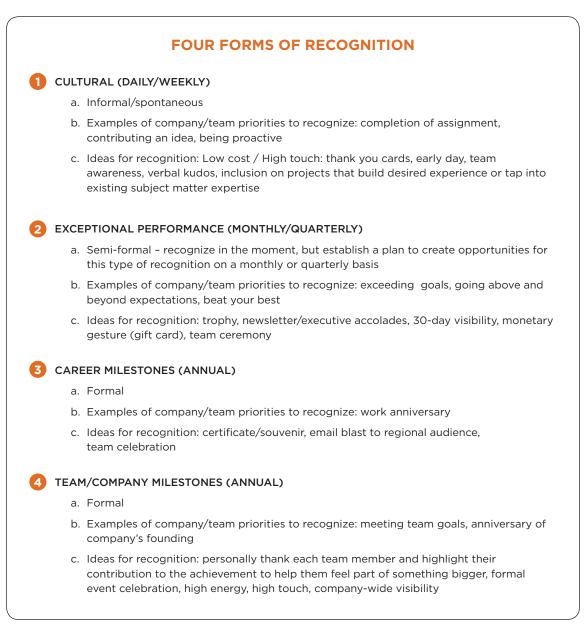


### SUSTAIN LONG-TERM EMPLOYEE ENGAGEMENT WITH EFFECTIVE RECOGNITION

79% of 'Resignation' related Turnover stated it was based on a lack of recognition.

Employees Surveyed with High Morale yielded a productivity Return-on-investment of 8.7 –vs- 2.4 with average morale.

A complete recognition program blends frequent, spontaneous recognition with longer-term, more formalized forms of recognition. This allows you to reward desired behavior in the moment while also highlighting continued progress and milestones.



#### SEVEN MUST-HAVE RECOGNITION INGREDIENTS TO ACCELERATE TO HIGH ENGAGEMENT

- 1. <u>Reinforces</u> the company's goals and priorities
- 2. Proportional to the achievement
- 3. Timely in presentation
- 4. Visible to others

- 5. Sincere gratitude expressed
- 6. Specific details of achievement given
- 7. Personalized to the priorities or interests of individual

## **Employee Recognition Plan**



### **STEP 1**

Learn what matters to your team.

Employee Names:				
Work Anniversary				
Birthday + Y/N like to celebrate				
Interests/Priorities				
Recognition Ideas				

#### **STEP 2**

Align your company/department priorities with your team's priorities to ensure an effective engagement accelerator.

Recognition Type	Priority worth recognizing	Personalized form of recognition	Frequency-Timing?	How delivered? (Informal? Formal?)	How automate for consistency?			
Cultural								
Daily								
Weekly								
Exceptional Performance								
Monthly								
Quarterly								
Career								
Annual Milestones								
Team/Company								
Annual Milestones								

### **STEP 3**

Ensure seven must-have's.

<b>Reinforces Priorities?</b>	Timely?	Specific?	Sincere?
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Proportional? Visible?

Personalized?