

Recognition



No Cost Recognition Ideas

1. Collect positive feedback on the team and post in the office or read at the next staff meeting.
2. Ask your team to recognize/thank each other at staff meetings.
3. Ask top employees to mentor another member of the team.
4. Say thank you!
5. Have regular meetings with individual team members to learn more about them.
6. Create a homemade trophy to pass around the group to represent a job well done.
7. Offer flex-time or telecommuting.
8. Give extra time off (extra ½ or full day).
9. Give an extra-long lunch break.
10. A handwritten note of thanks – send it to their home for an extra special surprise!
11. Post a thank you note on his/her door for all to see.
12. Create a celebration calendar to be posted – use it to honor specific dates and contributions.
Team members can add their recognition as well.
13. Announce and publicize promotions.
14. Have a picnic or gather the team in the break room to have lunch together and honor someone in particular.
15. Create signage to be hung in the work space to recognize a specific person or accomplishment/goal.
16. Give high performers more responsibility and autonomy or development opportunities for advancement.
17. Remember special days such as birthdays and anniversaries.
18. Create a newsletter and let others know about accomplishments
19. Copy senior management on your thank you notes
20. Announce employees' achievements in team or staff meetings, group email, departmental bulletin boards, or other public venues.
21. Greet employees every morning, reinforcing the message “I’m glad you’re here.”

22. Give the choice of the next project/assignment to work on.
23. Gather co-workers to sing a lighthearted rendition of a song such as, "You Light Up My Life", "We Are the Champions," etc.
24. Have a department break in honor of him/her.
25. Give a standing ovation from the entire team.
26. Organize a department water-gun fight or other fun event in honor of him/her
27. Give a "Lunch on us coupon".
28. Recognize the importance of a new employee with a large Welcome poster and proper on-boarding.
29. Attend the Season of Giving and Give Thanks event held each fall and write special notes.
30. Take time to explain to new employees the norms and culture of your department.
31. Give special assignments to people who show initiative.
32. Arrange for a team to present the results of its efforts to upper management.
33. Include an employee in a special meeting or have them fill in for you in your absence.
34. Encourage and recognize staff who pursues continuing education.
35. Create and post an "Employee Honor Roll" or "Employee of the Month" section in the reception area.
36. Acknowledge individual achievements by using employee's name when preparing a status report
37. Swap a task with an employee for a day – his/her choice.
38. Establish a "Behind the Scenes" award specifically for those whose actions are not usually in the limelight.
39. Present "State of the Department" reports periodically to your employees acknowledging the work and contributions of individuals and teams.
40. Name a continuing recognition award after an outstanding employee. Include an employee in a "special" meeting.
41. Ask your boss to attend a meeting with your employees during which you thank individuals and groups for their specific contributions.
42. Pop in at the first meeting of a special project team and express your appreciation for their involvement.
43. Send a letter to all team members at the conclusion of a project, thanking them for their participation.
44. Start a suggestion box and acknowledge all suggestions.
45. Express interest in individual career development.
46. Arrange for an outstanding employee to have lunch with a dean or director.