

Recognition



Recognition Guiding Principles

1. Just say thank you!
 - It's fast, easy, free and meaningful
2. Pay attention and be specific
 - Notice when employees are doing something well and make sure they know exactly what they did to receive the recognition. They will be more likely to repeat the behavior.
3. Be genuine
 - Focus solely on the recognition at hand and do not mix in other business. Make sure they know you mean it.
4. Be timely
 - Recognize employees as soon as you can after the contribution or accomplishment. This makes the link between the behavior and the reward clear and likely to reoccur.
5. Reward the right things
 - Link rewards to your departmental values and mission.
6. Make sure it fits
 - Be sure that the amount and type of recognition is appropriate for the behavior recognized
7. Take a personalized approach
 - Remember "different things for different people". If you are not sure what motivates individual employees, ask them!
8. Equal opportunity
 - Make sure everyone gets a chance to be recognized
9. Recognize leaders who recognize
 - Help us increase employee engagement at HSPH by giving recognition to managers and leaders who support a "recognition rich" culture.