

Recognition Checklist

You deserve to be acknowledged. How can we best show it?

Name:

Department:

Hire Date (mm/yr):

Role:

Birthday (mm/yr):

Direct Supervisor:

WHAT: What are the ways you most value being recognized?

	Not at all important	Not very important	Neutral	Somewhat important	Very important
Verbal thank you					
Thank you note					
Kudos card (brief)					
Certificate of appreciation					
Gift card					
Monetary					
Time off					
Celebration event					
Shout out in team meeting					
Company newsletter					
Stretch project					
Unique day to you (e.g. Birthday)					
Unique day to your profession					
Educational opportunity					
Donation to charity					
Pin/wearable recognition					
Branded merch/swag					
Other:					

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WHERE: Indicating on the continuums below, where do your recognition preferences fall?

Private Public
 About my accomplishments About the team's accomplishments
 Expected Surprise
 Feels good Financially good

WHY: What matters most to you and most value being acknowledged for (i.e., your "why")?

	Not at all important	Not very important	Neutral	Somewhat important	Very important
Hard work / effort					
Team oriented & collaborative					
Competent / skilled					
Loyal / length of service					
Integrity / honesty					
Other:					

WHO: Who do you value recognition coming from?

	Not at all important	Not very important	Neutral	Somewhat important	Very important
Direct Supervisor					
Peers					
Owner/CEO					
Leaders					
Customers					
Other:					

HOW: We want to know HOW to match recognition to your preferences. What's your favourite...

Coffee/tea: _____ Snack: _____ Holiday: _____
 Restaurant: _____ Beverage: _____ Hobby: _____
 Pizza topping: _____ Store: _____ Charity: _____
 Anything else we should know?: _____