

## Recognizing and Rewarding Your Staff

We all appreciate it when others recognize our contributions and achievements. Recognition serves as a tool for reinforcing the behaviors that drive an organization to excellence and gives a vital boost to employees' engagement that has a "ripple effect" that reaches beyond the recipient.

### Ideas for Recognizing Staff Members:

- Recognize the staff member at a staff meeting.
- Send a card to the employee you wish to recognize.
- Give your employee a small token of recognition, like a CSUDH tote bag or something from our campus Bookstore.
- Ask a strong performer to be a mentor
- Send an email of appreciation to Foundation leadership (with a copy to the employee)
- If the employee works remotely, you can coordinate with them about sending lunch to their home.
- If your department has its own website, include a section for posting recognition notices.
- Senior leader or manager could add a LinkedIn recommendation to a strong performer's profile.
- Provide employees with a formal letter of appreciation that can be added to their personnel file.
- Create an award that can be framed.

### Guidelines for Recognition

- Be genuine. Give it your full attention and be sincere.
- Be timely. Try to recognize the individual as soon as you can after the contribution or accomplishment. This makes the link between the behavior and the reward clear.
- Be specific. While a "thank you" is always welcome, your impact is greater if you describe the accomplishment and the value that it created. (For example, saying "Thank you, Mike, for gathering the budget numbers for me and entering them into the spreadsheet so quickly and without errors. Thanks to your great work, I was able to justify a needed piece of equipment for our new project").
- Give the action the "recognition" it deserves. Treat the recognition as an event by not mixing in other businesses. If the recognition takes place during a team meeting, make sure to carve out enough time at the meeting to focus on the individual being honored.
- Keep it right-sized. Make sure the amount and type of recognition is appropriate for the behavior recognized.
- Personalize it if you can. Recognize that different people are motivated by different things, and appreciate different things. Some people appreciate being recognized publicly; others may become embarrassed. One person might enjoy a gift certificate to a restaurant; another might prefer movie tickets.