

Employee Recognition - Profile of Preferences Sample 1

Recognition is personal and how one person would like to be recognized for their contributions and achievements may be different from another. In order to assess the preferences of employees in our department/division, your recognition coordinator/team would like to know a few things about you. This information will help inform the creation of employee recognition activities. Please take a moment to complete this brief questionnaire. Your responses will only be shared with the employee recognition team members.

I prefer to be recognized the following way: (check all that apply)

- Public praise
- Private praise (one-on-one)
- Thank you note/card
- Thank you e-mail (personal)
- Thank you e-mail (division-wide)
- Letter of commendation for personnel file/copy to department head
- Praise at a staff meeting
- Department newsletter
- Intranet
- Small gift (i.e. mug, certificate, flowers)
- Food / Snacks
- Opportunity to attend training of choice
- Opportunity to participate on committees, special projects
- Lunch with supervisor
- Nomination for corporate award programs
- Other

Please specify:

Name:

Date:
