

## Formal Awards – Tips to Ensuring Success!

When creating a formal award, hand out these tips to team members as a guide.

- ★ Avoid lengthy, complex nomination forms that require extraordinary back up.
- ★ Base recognition on definable and measurable criteria that is clearly communicated to employees.
- ★ Personality, perceptions, or any other non-measurable criteria should not play a part in your recognition program.
- ★ Recognize work appropriately; all employees do not value the same type of recognition, and some accomplishments deserve more recognition than others. The key is to get to know employees individually so that they are recognized for their efforts and accomplishments in a manner that is meaningful to them.
- ★ Have nominations reviewed by a non-biased team of peers or management.
- ★ Provide the right amount of awards – too many may lessen the value of the recognition if everyone is being recognized, while too few may de-motivate some people into thinking they will never be recognized for their work. It may take some trial and error to find the right balance.
- ★ Ensure that your employees know how your recognition program works. Communication is important to let employees know about the actions and behaviors that lead to recognition. Clearly communicating criteria avoids confusion and misconceptions.
- ★ Keep measurements, improvement progress, and recognition highly visible. Use scoreboards, bulletin boards, voice mail, electronic or printed announcements and the like.
- ★ Recognize and reward both individuals and teams.
- ★ Keep your program fresh by using a wide variety of constantly changing ways to recognize and appreciate contributions.
- ★ Do not assume a “one size fits all” program. A needs assessment will determine the types of activities that will be meaningful to employees.
- ★ Do not use recognition to make up for other short-comings in the workplace.
- ★ Communicate award recipients and how the behaviour or performance being recognized has contributed to the division/department's success.