

Recognition in the Workplace

Guide to expressing recognition

Quality Criteria

Expressing recognition is essentially a simple act motivated by good intentions. To ensure that recognition is appreciated, well received and justified, it should follow certain quality criteria:



Sincerity:

Recognition should be genuine, straightforward and honest.

Responsiveness:

Recognition should be expressed as soon as possible.

Hierarchical proximity:

Recognition should be expressed by a superior at a level close to that of the person being recognized, in some cases from a coworker.

Variability:

Employee recognition should be expressed in a variety of ways, through a range of methods that are constantly changed and adjusted based on employees' personalities and needs.

Personalization:

Recognition should be adapted to the characteristics and values specific to the individual. Recognition means more coming from someone we know.

Legitimacy:

Sources of recognition should be significant and credible for the recipient – from a person who knows the trade.

Specificity:

Recognition should be specific. It should clearly state the achievement, effort, attitude or other aspect being acknowledged.

Consistency:

Recognition practices should be in tune with organization objectives and priorities.