



A Holistic Approach to Recognition

RECOGNATION[®]

Table of Contents

The Three Dimensions 4-7

- Formal Recognition
- Informal Recognition
- Day-to-Day Recognition
- Visual of 3 Dimensions



Rounding It Out 9-10

- Align With Values
- Know Your Employees

What's Next

- Partnership and contact info



The Three Dimensions

To effectively engage your employees, create programs that hit all three dimensions of recognition.

Formal Recognition



Formal recognition is highly structured with defined criteria. It is oftentimes based on years of service or nominations linked to organizational values and goals. This dimension only reaches a small percentage of your employees.

Examples

- Milestone anniversary awards for every 5 years of service completed (5, 10, 15, 20, and so on)
- A nomination-based Luminary Award given to 2 employees every year at an annual company-wide banquet



Informal Recognition



Informal recognition consists of less structured celebrations of a team's progress, the completion of a major project, or an achieved goal. It reaches more employees than formal recognition but is still mainly driven by managers.

Examples

- A pizza party celebrating \$1 million in sales
- Bringing donuts for everyone at the leadership team huddle
- Bowling as a team after completing a big project



Day-to-Day Recognition



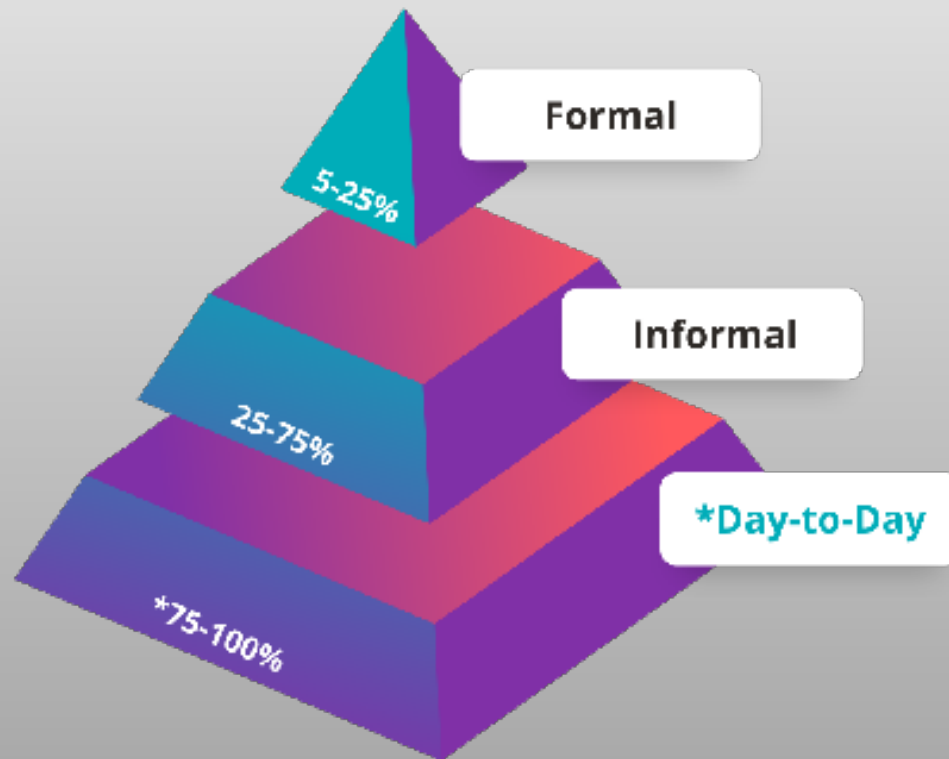
Day-to-day recognition is frequent, ongoing recognition of behaviors, activities, and accomplishments. This dimension has the potential to reach your entire employee population since everyone can both give and receive it (including peer-to-peer.)

Examples

- An eCard thanking a fellow team member for helping on a project
- Verbal praise at the start of a meeting for daily efforts
- Any high fives, virtual or in person



3 Dimensions of Recognition



*Percentages reflect employee reach

*Day-to-Day recognition empowers team members from all levels of the organization to connect with each other peer-to-peer through praise and acknowledgement. Recognition is put on display for the entire organization to see (and be inspired by) daily wins.



Rounding It Out

Just a few more things to consider when designing your recognition program and actually utilizing it.

Align With Values

Craft your recognition program to be unique to your organization and core company values. For example, you can customize eCards (see below) or nominations to reflect your company values. There's no better way to instill those values and desired behaviors than by recognizing when they are lived out by employees!



Know Your Employees

Individualize recognition to each of your employees. It is crucial to get to know your employees' preferences and keep them in mind. If someone voices they don't want a big party for their 20 year anniversary, don't throw them a big party against their wishes. The best way to truly recognize an employee is to make it unique to who they are and what they like.



What's Next?

We help organizations create a program with a holistic approach to recognition. We've got everything from formal service awards to a digital platform.

We love enabling organizations to shine a light on all the moments that matter. Partner with us!



RECOGNATION

recognition.com