

Employee Recognition Program Starter

Low-cost, consistent ways to recognize good work so it doesn't only happen randomly.

Recognition Doesn't Have To Be Expensive

- ☐ Verbal or written thank-you, specific about what was done well
- ☐ Public shoutout in a team meeting or group chat
- ☐ A handwritten note
- ☐ First choice of schedule or a small perk for a specific accomplishment
- ☐ A small budget for team leads to use at their discretion for spot recognition

Make It Specific, Not Generic

"Great job this week" is forgettable. Naming the exact behavior and why it mattered is recognition that means something.

Build A Rhythm

- ☐ A regular moment where recognition happens consistently
- ☐ A simple way for peers to nominate each other, not just top-down
- ☐ Recognition tied to actual values or behaviors you want to reinforce

Watch For

- ☐ Recognition that only ever goes to the same few people
- ☐ Recognition that's vague enough to feel like a formality
- ☐ A program that exists on paper but managers don't actually use

Simple Tracking

EMPLOYEE	WHAT THEY DID	HOW RECOGNIZED	DATE