



employee engagement
matters (a lot!)

SERVICE AWARD EDITION



Designing an
**EMPLOYEE
SERVICE
AWARD
PROGRAM**

A CHECKLIST

DESIGNING AN EMPLOYEE SERVICE AWARD PROGRAM: A CHECKLIST

A strategic employee service award program should be designed around an organization's individual culture and budgets, not forced into a one size fits all mold. Whether it be an offline stand-alone service award program, or part of a larger total recognition solution, a comprehensive program should be about creating WOW moments for employees and increasing employee engagement. In order to design an employee service award program that maximizes the impact, controls the budget, and improves overall satisfaction, C.A. Short Company believes that it must be built on a foundation that encompasses the 5 Elements of Recognition.

THE 5 ELEMENTS OF RECOGNITION ARE:

- ☐ Human Interaction
- ☐ Peer Recognition
- ☐ Useful and Desirable Awards
- ☐ Family Involvement
- ☐ Immediate Gratification

This checklist is designed to ensure a comprehensive service award program that addresses the needs of your organization from both an administrative and employee perspective.

GETTING STARTED:

- ☐ Determine how often you will recognize employees: 1, 3, 5, 10 year increments
- ☐ Outline a budget per years of service that includes both a presentation piece and award option.
- ☐ Decide if an on or off-line program best suits your organization's culture.
- ☐ Discuss whether an annual formal event or celebration fits your organization's culture, or if more informal recognition by management monthly or quarterly would better suit your environment.



DESIGNING AN EMPLOYEE SERVICE AWARD PROGRAM: A CHECKLIST

This checklist is designed to help build a holistic employee recognition program that aligns with your organization's vision, values, and culture. By incorporating a strategic framework into your recognition planning process that includes assessment, strategy, implementation, and review, your organization is guaranteed a successful employee recognition program that provides increased employee engagement and return on investment.

DOES YOUR SERVICE AWARD PROGRAM...

- ☐ Offer an Engaging Award Collection?
- ☐ Provide Simple Online Program Administration & Reporting Options?
- ☐ Deliver Hassle-Free Customer Service & Support?
- ☐ Provide Guaranteed Budget Control Pricing?
- ☐ Include Immediate Gratification?
- ☐ Offer Peer Recognition?
- ☐ Embrace Human Interaction?
- ☐ Contain Aspects of Family Involvement?
- ☐ Include Desirable Awards?
- ☐ Align with Organizational Values & Culture?
- ☐ Provide both On & Offline Recognition Options?
- ☐ Include a Mobile Application for Employee Award Redemption?
- ☐ Provide Recognition Training to Management & Administrators?
- ☐ Incorporate Social Recognition?
- ☐ Offer On-going Program Communications at No Cost?
- ☐ Include Events & Celebrations?
- ☐ Allow for Program Changes & Flexibility?
- ☐ Provide Multiple Presentation Options that Fit Organizational Culture & Budget?

For 80 years, organizations such as yours have been depending on C.A. Short Company to provide full-service employee recognition programs that motivate and engage their teams. As members and sponsors of Recognition Professionals International, we are committed to sharing valuable insight with our customers about changing trends in the industry. Through the use of the 7 RPI Best-Practice Standards, we design personalized recognition programs that are strategic, measurable, and flexible, while creating employee engagement throughout the organization.

Contact us today to request a complimentary employee engagement consultation from one of our Certified Recognition Professionals!

Visit us at www.cashort.com or call us at 800.535.5690





Human Interaction

Management physically presents the award to the employee either as part of a formal banquet or a special event.

Peer Recognition

A presentation option that includes either a certificate or plaque that can be displayed.

Useful & Desirable Awards

Provide diverse award choices that make your employee say, "Wow!"

5 ELEMENTS of RECOGNITION




Family Involvement

The event, the award, and the recognition experience is able to be shared at home.

Immediate Gratification

Award is delivered in a timely manner, as soon as possible after the recognition event takes place.



C.A. Short Company helps organizations identify behaviors they need to modify or enhance, benchmark their current performance, and then design a plan to create a culture of engagement. Solutions that are provided include Years of Service Awards, Performance Awards, OSHA® Compliant Safety Incentives, Corporate Store, Peer-2-Peer, Holiday, Wellness Initiatives, and Instant Award Programs.

a new way

- Employee Recognition Solutions
- OSHA® Compliant Safety Incentive Solutions
- Instant Award Programs
- Service & Performance Awards
- Holiday Gift Solutions

ask us how

C.A. Short Company's Shared Risk / Shared Reward Model is right for you!



C.A. SHORT
a new way of **engaging**

800.535.5690

www.CAShort.com

ISO 9001 Certified

C.A. Short Company is a thought leader in the international engagement solutions marketplace recognized for superior leadership, technological innovation, client experience, and strategic product development.

Let us show you how we can design an impactful engagement solution that encompasses total engagement through recognition, awards and incentives.