



employee engagement
matters (a lot!)

RECOGNITION EDITION



Creating a
**TOTAL
RECOGNITION
PROGRAM**

A CHECKLIST

CREATING A TOTAL RECOGNITION PROGRAM: A CHECKLIST

Employee engagement is as personal to your employees as it is to your organization. People are not engaged in programs, they are engaged in other people. Creating a strong corporate culture and increasing employee engagement is about fostering that individualism and making it a part of your brand. By recognizing your employees for that brand loyalty and for living your organization's vision, you are not just measuring engagement, but growing it.

GETTING STARTED:

- ☐ Identify what you want to recognize your employees for and assign a point value to each behavior.
- ☐ Find and use a customized, branded recognition platform that allows your employees to redeem points, send eCards & social recognition, take surveys & quizzes, send peer-to-peer recognition, & measure achievements.
- ☐ Start recognizing your employees for achieved behavior. Points should be awarded based on your predetermined program rules. Points can be awarded automatically to individuals, departments, teams, or locations on a monthly, quarterly, bi-annual, or annual basis. Points can also be given via the administration platform, Peer-2-Peer, eCards, or Instant Award Cards.
- ☐ Employees start earning points and redeeming for name brand awards via their online recognition website.

This checklist is designed to help build a holistic employee engagement 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.



CREATING A TOTAL RECOGNITION PROGRAM: A CHECKLIST

DOES YOUR TOTAL RECOGNITION PLATFORM...

- ☐ Link to Business Strategy and Align with Organizational Culture?
 - ☐ Have Defined Procedures & Documentation?
 - ☐ Include Clear Objectives & Goals?
 - ☐ Have a System in Place that Allows for Continuous Improvement & Measurement?
 - ☐ Provide Added-Value Communication Tools?
 - ☐ Allow for Separate Department Budgets?
 - ☐ Have the Flexibility to Add New Programs On-Demand?
 - ☐ Offer Ad-hoc Reporting Options?
 - ☐ Provide Real-Time Dashboard, Reporting, and Updating Capabilities?
 - ☐ Include the Three-Dimensional Descriptors of Recognition: Formal, Informal, & Day-to-Day?
- | | |
|---|--|
| <input type="checkbox"/> eCards | <input type="checkbox"/> Sales Incentives |
| <input type="checkbox"/> Social Recognition | <input type="checkbox"/> Birthday |
| <input type="checkbox"/> Peer-to-Peer | <input type="checkbox"/> Employee of the Month |
| <input type="checkbox"/> Year of Service | <input type="checkbox"/> Instant Award Cards |
| <input type="checkbox"/> Safety | <input type="checkbox"/> Cumulative Points |
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Certificates & Badges |
| <input type="checkbox"/> On-Boarding | <input type="checkbox"/> Wellness |
| <input type="checkbox"/> On-the-Spot | <input type="checkbox"/> Performance |
| <input type="checkbox"/> Holiday | <input type="checkbox"/> Training |



CREATING A TOTAL RECOGNITION PROGRAM: A CHECKLIST

THE POWER OF THE COMMUNICATION:

We believe that communicating goals is the most important aspect of a successful recognition strategy. We provide powerful communication tools such as a branded online recognition website, custom surveys & quizzes, eCards, social recognition, point statements, mobile apps, and more.

THE POWER OF THE ADMINISTRATION:

Through the use of our administration and reporting tool, you have access to a powerful platform that can be customized to your needs. Our online reporting platform allows administrators

to update employee information, run & export activity reports, create surveys & quizzes, view dashboards, and much more.

THE POWER OF THE PLATFORM:

C.A. Short Company understands the need for dynamic and powerful technology to maintain multiple corporate programs in a single integrated platform. In order to address the needs of

our customers, Software as a Service (SaaS) has been developed that allows organizations the flexibility to implement, manage, monitor, and measure multiple employee recognition programs each with individual rules, budgets, and redemption requirements all within a single platform. This flexibility helps align the recognition program based on the outcome and goals of the overall engagement strategy.

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**



The 7 New Rules of Employee Engagement

1 • Culture

2 • Resources

3 • Communication

4 • Appreciation

5 • Well-being

6 • Enthusiasm


7 • Safety



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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.