

## HOW TO RECOGNIZE EMPLOYEES

# Features and Ideas You Can Implement

Awards Network specializes in strategic recognition programs to help organizations, of various sizes, better align employee engagement with business objectives and improve overall performance.

## WHAT ARE THE OPTIONAL WAYS I CAN RECOGNIZE EMPLOYEES?

If you decide to recognize employees for any of these reasons, you'll need to think about how each goal will work and how it should be set up.



Managers can give recognition to employees via spot point cards.



Managers can ask employees to submit ideas to earn points.



Companies often award points for anniversaries and birthdays yearly.



### **Manager On the Spot Recognition**

Instant Spot Cards - you'll be able to decide what design to include and the cards' denominations. The card size is typically 2" x 3" (credit card size) so they fit in wallets and don't get lost. When employees enter the card codes into their accounts, points will post immediately.



### **Feedback & Ideas Forms**

Employees can submit these forms to a manager. If an idea or suggestion is approved and implemented, then points are automatically awarded. You'll need to decide who will monitor the forms that employees submit.

Ideas can be held and reviewed once a month, quarter or year - ultimately you will need to decide how often to review employee ideas and feedback.



### **Anniversaries & Birthdays**

These annual points can be automatically deposited into employees' accounts. Congratulate your employees via email on the actual award date too. You can decide when to award points, what the email message says and if employees' supervisors should be carbon copied on the email messages.



Nominations are submitted by employees to recognize co-workers.



Quizzes can help test employee knowledge & reward them for learning.



These pages highlight top performers and their points achieved.



### Peer to Peer Recognition

Employees or managers can recognize colleagues by sending an online message with points. Many companies choose to have a manager approve all nominations before points are posted.

Recognition Wall - a recognition wall is a public, running feed of all nomination submissions and can include (nominee/nominator names, date, message, award points and approval status).

E-Cards - similar to peer nominations except they are personal, direct messages from one employee to another. Recipients receive an email message with the selected e-card that the nominator picks out.



### Quizzes

Multiple choice or true/false quizzes can be offered to test your employees' knowledge. Quizzes are automatically graded and if employees earn a passing score, points will automatically post to their accounts.

Congratulatory email messages can be sent out when employees earn a passing score on a quiz. Correct answers can be provided after quizzes are submitted, unless multiple attempts are allowed.



### Leader Boards/Spotlight

What to highlight - top point earners company-wide or by department, branch or location. This helps to ignite some friendly competition. Some companies choose to highlight an employee of the month on the Spotlight page.