

Staff Recognition Ideas

1. Post a thank you note on an employee's door.
2. Take time to explain to new employees the norms and culture of the club.
3. Give special assignments to people who show initiative.
4. Arrange for a team to present the results of its efforts to the membership or board of directors.
5. Encourage and recognize staff who pursue additional coaching courses.
6. Create and post a "Staff Honor Roll" or "Get to Know the Staff" poster in a high traffic area.
7. Acknowledge individual achievements by using employee's name when preparing a status report.
8. Make a thank-you card by hand.
9. Establish a place to display memos, posters, photos and so on, recognizing progress towards goals and thanking individual employees for their help.
10. Establish a "Behind the Scenes" award specifically for those whose actions are not usually in the limelight.
11. Nominate the employee for a University formal award program.
12. Present "State of the Program/Department" reports periodically to your employees acknowledging the work and contributions of individuals and teams.
13. Recognize employees who actively serve the community/club.
14. Have staff vote for top manager, supervisor, employee and rookie of the year.

Staff Recognition Ideas

15. Name a continuing recognition award after an outstanding employee.
16. Include an employee in a “special” meeting.
17. Create an Above and Beyond the Call of Duty (ABCD) Award.
18. Pop in at the first meeting of a special event/beginning of a program and express your appreciation for their involvement.
19. Send a letter to all team members at the conclusion of a project/event, thanking them for their participation.
20. At a monthly staff meeting, award an Employee of the Month and invite co-workers at the meeting to say why that person is deserving of the award.
21. Find ways to reward department-specific performance.
22. Plan a surprise achievement celebration for an employee or group of employees.
23. Start a suggestion program.
24. Privately recognize employee’s personal needs and challenges.
25. Write a letter of praise recognizing specific contributions and accomplishments. Send a copy to senior management and the employee’s personnel file.
26. When you hear a positive remark about someone, repeat it to that person as soon as possible (Face-to-face is best, e-mail or voice mail are good in a pinch).
27. If you have a department newsletter, publish a “kudos” column and ask for nominations.

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28. Publicly recognize the positive impact on operations of the solutions employees devise for problems.
29. Express an interest in employee's career development goals.
30. Post a large "celebration calendar" in your work area. Tack on notes of recognition to specific dates.
31. Greet employees by name.
32. Practice positive nonverbal behaviors that demonstrate appreciation, such as smiles, or a handshake.
33. Encourage employees to identify specific areas of interest in job-related skills. Then arrange for them to spend a day with an in-house "expert" to learn more about the topic.
34. Encourage employees to participate in community volunteer efforts.
35. Use 3x5 cards to write "You're special because..." statements. People can collect the cards and refer to them when things aren't going perfectly.
36. Have a recognition event created by a peer group that decides what they will give and why they will give it.
37. Widely publicize suggestions used and their positive impact on your department.
38. When someone has spent long hours at work, send a letter of thanks to his/her home.
39. Acknowledge birthdays and life events.
40. Recognize those committed to personal health and wellness.

Staff Recognition Ideas – Minor Costs

41. Plan a surprise picnic.
42. Make a photo collage about a successful project that shows the people that worked on it, its stage of development and its completion and presentation.
43. Find out the person's hobby and buy an appropriate gift.
44. Make and deliver a fruit basket.
45. Give the person a membership or subscription to a journal that relates to their work
46. Serve ice cream sundaes to all of your employees at the end of a project.
47. Serve a team a hero party sandwich at the end of an assignment, for a job well done.
48. Give flowers to an employee at their home or office as a thank you.
49. Hold informal retreats to foster communication and set goals.
50. Give a personalized coffee cup.
51. Design and give magnets with appropriate messages.
52. Throw a pizza lunch party for your unit.
53. Serve popcorn and lemonade on Friday (especially after a particularly hard week).
54. Give a puzzle as an award to a problem solver.
55. Have weekly breakfasts with groups of employees.
56. Bake/bring a gift (cookies, bread, etc.) for an outstanding employee or team.
57. Send birthday cards to employees' homes.