Recognition Toolkit
for Supervisors, Managers and Leaders

Employee recognition contributes to a more engaging work environment that best utilizes an individual's potential and better positions MCW to attract and retain committed and skilled employees to meet current and future needs. The most effective and sustainable employee recognition programs combine both formal and informal activities.

Leading the Way with Recognition

No institution-wide recognition program can have as much impact as genuine appreciation and recognition from a direct supervisor. No matter which jobs, levels or positions you supervise, your actions have a direct impact on how motivated your employees are and how satisfied they are in their jobs. Employees who are recognized and appreciated try harder and achieve more. Recognition is the acknowledgment of day-to-day and annual accomplishments in the workplace through gestures of appreciation, communication and/or feedback. Recognition covers a range of formal and informal practices in the workplace that support institutional and departmental values, goals, objectives and priorities.

Department recognition programs are designed to recognize exceptional work achievements. MCW's [Recognition Programs (HR.CM.055)](#) policy outlines the criteria for the nomination and distribution of recognition awards. The type of awards departments may offer are defined in this policy to provide a framework for recognizing exemplary effort.

MCW Service Awards

To recognize the important contributions of MCW's long-term staff employees, MCW honors them annually. Awards will be presented to employees who have accumulated total service in increments of five (5) years and for each five-year increment thereafter (10, 15, 20, 25 etc.).

MCW's [Service Awards (HR.EE.100) (mcw.edu)](#) policy outlines how long-term employees are recognized for their valuable contribution made to MCW's missions by long-term employees. Career achievement celebrations honor an individual's great work over time. It is a great opportunity for department leaders to deliver personal, meaningful recognition.

Department Recognition Ideas

It is important to know your employees before implementing a recognition strategy.

Some of these ideas may or may not fit with your department's culture or individual preferences.

1. Plan a surprise celebration in person or virtual such as an online lunch, etc.
2. Post a thank-you note on an employee's door or work area.
3. Send the employee an e-card and ask others to sign and recognize contributions, favorite memory, etc.
4. Recognize the employee through a shout out on social media on leader's own personal account.
5. Write the employee a LinkedIn recommendation and recognition for their work and dedication.
6. Offer the employee an opportunity for enhanced professional development, investing in their next step forward.
7. Organize a flood of personal peer recognition through Microsoft Teams in which coworkers utilize the "Praise", "GIF", or "Sticker" to send congratulatory messages throughout the day.
8. Acknowledge individual achievements by using an employee's name in a status report.
9. Ask your boss to attend a meeting with your employees during which you thank individuals and groups for their contributions.
10. Write an email of praise recognizing specific contributions and achievements. Copy senior leaders.
11. Share any positive remarks you hear about your employee with them as soon as possible.
12. Include employees' work anniversaries on a department calendar. If your department has a Microsoft Teams channel, make a post for each person's work anniversary. This can also be done in a smaller group chat, or through email.

Tools/Scripts

Even a simple gesture like a hand-written thank you note/recognition card can go a long way in showing appreciation in a "special" way. We receive hundreds of emails a day, but when is the last time you received a written thank you note? Consider using the script below.

[Name]

Thank you for your years of service at MCW! Working here for [X] years demonstrates your commitment to MCW, and I am especially grateful for your contributions on our team [department, etc.] You should be proud of [name a work accomplishment or skill they developed]. More than that, [affirm a personality trait that you appreciate or a personal/non-work value they bring to the team]. Congrats on reaching this milestone!

Thanks again,

[Your Name]